

Survival 1981



Introduction

Survival is our way of welcoming you to Carleton. It covers most of the important services and resources available at the university.

Please keep *Survival* on hand as a reference. Use it as a starting point if you ever come to wonder what you should do about an ultimatum from your landlord, a bill from your doctor marked "uninsured", a decision to switch programmes, a wish to know what academic discipline is best for you, or a fine on your statement of fees which you feel is not really merited. Remember, *Survival* is not the definitive final word on the policies of an institution or the implications of the law. Do seek expert advice whenever you have a difficult choice or an important decision to make. Those experts, whose services are described in *Survival*, nearly all contributed to this book. We are grateful for their willingness to advise us. We know they will just as happily give you a hand. With their help, we are sure you will do much more at Carleton than merely survive.

The Editors

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Survival is published annually by the Office of the Ombudsman, Carleton University, Ottawa, Ontario.

The Editors extend our appreciation to the many contributors to this publication for their co-operation and expertise. We are grateful to the Carleton University Students' Association and to Carleton University who both finance *Survival*, and to our advertisers. Without them, *Survival* itself might cease to survive.

The reader is advised that *Survival* never provides the definitive interpretation of the policy of an institution or the meaning of legislation. For legal advice, consult an expert source of legal aid.

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Photos: Bob Fee, Information Office, pp. 5, 16; Bruce Paton; pp. 19, 32: *The Charlantan* Staff; pp. 14, 28, 39: Jim Kennelly; pp. 12, 18, 23, 24, 34, 43, 45

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- Student railpasses
- Winter Break — South
- All regular travel
arrangements (*ie. take your
Granny along too!*)

Carleton University
4th Level, Unicentre
238-5493

University of Ottawa
60 Laurier Ave., East
238-8222

Table of Contents

ACADEMIC MATTERS 5	FINANCIAL INFORMATION 19	Day Care 35
Academic Advice 5	Awards Office 19	Food Services 35
Academic Probation 5	Bank 19	Library 35
Continuing Education 6	Business Office 19	Lockers 36
Counselling and Advice 6	Collection Agencies 20	Lost and Found 36
Course Changes 7	Consumer Information 20	Parking 36
Course Load 7	Credit Unions 20	Post Office 36
Course Selection 7	Expenses and Budgeting 20	Publications 37
Deferred Exams and Assignments 7	Fee Refunds 21	Security 38
Deregistration 8	Financial Aid 21	Services for the Handicapped 38
Exam Regulations 8	Tuition Fees 22	Unicentre 38
Exams 8	GRADUATES 23	STUDENT ASSOCIATION
Grades 8	Graduate Students 23	SERVICES 39
Graduation 8	Graduate Students' Association 23	Academic Societies 39
Plagiarism 9	HEALTH 24	Arts and Crafts Studio Workshop 39
Programme Changes 9	Birth Control 24	CKCU—Radio Carleton 93.1 FM 39
Registrars' Offices 9	Health Insurance 25	CUSA Education and
Rules and Regulations 9	Health Services 25	Research Office 39
Supplemental Exams 10	Nutrition 25	Canadian Federation of Students 40
Withdrawing 10	Pregnancy and/or Abortion 26	Charlatan 40
APPEALS 12	Rape Crisis Centre 26	Clubs 40
Appeals 12	Venereal Disease 26	Ham Radio Club 40
Judicial System 13	HOUSING (OFF AND	New University Government 40
COUNSELLING SERVICES 14	ON CAMPUS) 28	OPIRG 41
Chaplaincy 14	Apartment Hunting 28	Photography Club 41
Distress Centre 14	Housing Office 29	Plants and Gardening 41
Health Services Counselling 14	Landlord and Tenant Relations 29	Students' Association 41
Peer Counselling Centre 15	Rent Review 31	Student Representation 42
Study Skills 15	Residence 31	Women's Centre 42
University Counselling Services 15	Residence Association 31	TRANSPORTATION 43
EMPLOYMENT 16	Residence Ombudsperson 31	Bus Transportation 43
Canada Employment Centre	LEGAL INFORMATION AND	Travel 43
(on campus) 16	ASSISTANCE 32	MISCELLANEOUS 45
Income Tax 16	Arrest and Bail 32	Addresses 45
Jobs 17	Legal Aid 32	Information 45
Unemployment Insurance 17	Notaries 33	Privacy 45
Unions 17	Office of the Ombudsman 33	Other Universities 46
FOREIGN STUDENT	Small Claims Court 33	Social Insurance Numbers 46
INFORMATION 18	SERVICES ON CAMPUS 34	Telephones 46
International Students 18	Athletics 34	
Passports 18	Bookstore 34	

CARLETON UNIVERSITY HOUSING AND FOOD SERVICES

Room 225 Commons Building

231-3612

off-campus

Didn't get into Residence?
Would you like a home away from home?
Or simply need a place to stay while attending
Carleton?

Try the Off-Campus Housing Office located in Room 223/225 of the Commons Building. We have varied and extensive listings to suit your needs. We list rooms, flats, apartments, and houses on bulletin boards outside the Housing Office. This enables you to view them 24 hours a day. These lists are available year-round.

**Come and see us. We may be just the place
you are looking for.**

231-3610

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Academic Matters



Academic Advice

You will, at some point during your stay at Carleton, be given advice of one sort or another. It may come to you in the form of the “latest word” on a particular course or professor, from a good friend or “fellow student”. Then again, you may seek academic advice from one of the official sources. At any rate, it is safe to say that advice can be complex, depending upon what you need to know. For an overview of all types of advice available at Carleton, see “Counselling”.

For specific information on a programme, see the major or honours adviser of the department concerned. They can discuss such things as major/honours requirements; whether you are admissible to the programme, and if not, what you are lacking; and what to choose as course options.

For information on university or faculty regulations and their application, try your Faculty Registrar's Office (or Continuing Education if you are a Special Student). Make an appointment to see one of the people listed below, especially if your decision is a significant one (i.e. one that involves an appeal, a lot of money, possible failure or suspension, or your right to continue in a programme). Further, don't worry about whether this is the “right office”. If these people aren't the ones you need to see, they can save you a lot of time by pointing you in the right direction.

Casual advice can be unintentionally misleading. It may be more convenient or less intimidating to ask a friend or someone who looks less “official”. But it always makes sense to make an appointment with some person trained and authorized to advise you. It won't help afterwards to say that someone else (but you don't remember who) gave you poor advice. That is not to say that you should neglect the opinions of fellow students, especially in matters not involving policy or regulations. Often they can tell you more about a professor

or the difficulty of a course than the “official sources”. Expect opinions to differ, of course. Few of us share identical tastes.

The following are some good people to talk to about academic rules and regulations:

- **Arts and Social Sciences** Jim Jackson (Registrar and Assistant Dean), Carole Dence (Assistant Registrar), Muriel Foulger, Ken McGillivray and Joel Nordenstrom (Academic Counsellors). Telephone 231-7407. Room 312 Paterson Building.
- **Science and Computer Science** Ruth Lifeso (Registrar). Telephone 231-6705. Room 212 Herzberg Building.
- **Engineering, Architecture and Industrial Design** Pat Ryan (Registrar and Assistant Dean), Susan Cotter (Assistant Registrar). Telephone 231-4313. Room 353 MacKenzie Building. (In some cases, Architecture and Industrial Design students should also check with their respective Schools).
- **Continuing Education** Keith Alnwick (Registrar). Telephone 231-6660. Room 302 Administration Building.
- **Graduate Studies** Syd Wise (Dean), Mrs. F.J. Corkran (Assistant to the Dean). Telephone 231-4403. Room 215 Paterson Building.

Academic Probation

Academic success is not the most important thing in life. If you do badly in first year, you will usually be given a second chance. However, do make the most of the opportunity to find out why you did poorly. Visit the University Counselling Services (231-4408) for help with career guidance, aptitude testing and the choice of a discipline which might suit you best. (See also “Counselling and Advice” and “Academic Advice”.)

If you find yourself on probation, you should realize that

the terms and conditions of your probationary year will be applied very strictly. If you cannot meet them, you will probably not be allowed to re-register at Carleton. It may be that another university or community college will accept you, but then again, they may not.

If you feel that you have some special (and resolvable) reasons for having failed to pass your probationary year, you can appeal the decision to your Faculty Registrar's Committee. Do go in first and discuss your appeal at length with the counselling staff in your Registrar's Office.

Continuing Education

Continuing Education, (302 Administration Building, 231-6660) is the place for Special Students to go for course changes, applications for deferred or supplemental exams, review of grades, withdrawing, name and address changes and other "registrarial transactions". Special students are those registered in credit courses without being admitted into a degree programme.

Continuing Education does not make final academic decisions or evaluations of previous academic experience (for the latter see the Admissions Office, 315 Administration Building 231-3730). However, it does provide valuable counselling and advice and help with appeals. The Registrar is Keith Alnwick.

This office, is open in the evening from Monday to Thursday, 6:30 pm to 8:30 pm, in addition to regular office business hours.

Counselling and Advice

This book is really about advice: where to get it, how to evaluate it, and how to make sure you have enough facts to make the decision that is best for you. Since every large institution can sometimes become impersonal, over-regulated and "bureaucratized", Carleton has a number of advisory services to help you sort things out.

If you read nothing else in this book, take a look at the list below. Use it, if you have a chance. Many problems can be solved when they arise, but we could all save time and trouble by getting good advice and avoiding problems from the beginning.

▪ **Academic Advice** For rules and regulations, start by reading the *Undergraduate Calendar*. Then visit your Faculty Registrar's Office (see "Registrars' Offices") and the undergraduate advisor or chairperson in your department. It is really quite crucial that you avoid an academic mess. When you make a major decision, especially if it is an unusual one, try to get permission in writing. Keep in mind that a routine signature at registration does not constitute special exemption from a rule. Be careful to ask for permission, or advice, explicitly and from those who have the authority to grant it. Remember, too, that no one may tell you that you have too many failures or course replacements until you have made yourself ineligible to re-register. No one may remind you which courses are required, until you find out that you cannot graduate just yet. It is very much up to you to go out and get

the information yourself. If you have an unusual problem, or if it becomes necessary to appeal a university decision, try the Office of the Ombudsman (231-6717) in addition to getting advice from a counsellor or registrar in your Registrar's Office.

If you have more general concerns (e.g. what job you want in the long run, what your skills and interest may be, and what kind of degree programme would be best for you), try University Counselling Services (1201 Arts Tower, 231-4408). Seminars, a testing programme and reference materials are available.

▪ **Advice on Courses** Advice on specific courses is provided in the *Course Evaluation Guide* published by the Students' Association (231-4380). Also visit the department or school in which the course is offered.

If you have trouble with a course once you are enrolled, talk to the instructor first. If s/he cannot help, try the teaching assistant, a graduate student, or another professor in the department. The English and Math departments operate special tutorial services open to all registered students. (See "Study Skills".) Often you can learn a lot by getting together with other students in the course to share notes, discuss essays or assignments, or work together (as long as you avoid cheating or plagiarism, of course). If you feel you cannot cope, consider withdrawing but try to do so before the final dates for withdrawal. Visit the Registrar's Office in your faculty for advice on the academic implications, and the Business Office (231-3762) and the Awards Office (231-3735) for the financial implications of withdrawing from one or more courses.

▪ **Personal Counselling** On campus, you can try Health Services (231-2755), Peer Counselling (231-7476) or University Counselling (231-4408) for someone to talk to about feelings and relationships. These services are all described elsewhere in *Survival*; which you choose will depend on where you feel most comfortable. Remember that we all need this sort of help sometimes. The real problems arise for those of us who postpone it for too long.

▪ **Appeals and Legal Advice** At Carleton, the best place to start is with the Office of the Ombudsman (231-6717). We can help if you have a dispute with the university (about marks, academic rules, fines, administrative regulations and so on). For outside legal problems, we provide referrals and para-legal help. (See also "Academic Appeals", "Judicial System", and "Legal Aid".)

▪ **Financial Advice** For information on student aid, visit the Awards Office (231-3735). As well as OSAP and the other provincial student aid plans, emergency money may be available from Carleton in small amounts on a short-term basis. Call the Students' Association (231-4380) about budgeting workshops planned for this year. If you are a graduate student, visit the Faculty of Graduate Studies (231-4403) which administers awards and bursaries and the Graduate Students' Association (231-4347 or 231-4380) which may have a small loan fund.

▪ **Miscellaneous** Try the Housing Office (231-6395) for lists of rooms to rent or accommodation to share, as well as

information on Residence. Health Services (231-2755) provides professional medical help including nurses, doctors, psychiatrists and a small dispensary. During off-hours, emergency medical help can be obtained by calling the After Hours Health Services in Glengarry House (231-3844). For job information, try the Canada Employment Centre (231-2600). The Students' Association (231-4380) may also have jobs available.

Course Changes

You are not bound to remain in any course for which you have registered. However there are strict deadlines to follow (September 25th for full courses and first term half courses and January 15th for second term half courses.) After these dates, you may still drop courses (see "Withdrawing") but you will not be able to register in an alternative course until the next term unless you can show that "exceptional circumstances" are involved.

Late in September or early in October, you should receive in the mail a form called "confirmation of registration". Read it carefully. If it contains any errors, get in touch with your Registrar's Office right away. Otherwise, you could end up with a record of a failure in a course you never attended and no recorded grade for the course you did attend.

Finally, if you consider switching courses, make an appointment to see the appropriate advisor in your department, school or institute. S/he should be able to tell you if the course is acceptable for your degree programme. If you are doing something unusual (e.g. taking a course from a very different faculty or one which may overlap with another course you have already taken), you may want to get this special permission in writing.

Course Load

Students at Carleton usually find themselves in one of three categories. First, there are Special students, i.e. students who have not yet been admitted into a degree programme. Special students are usually restricted to a course load of one-half to two credits in an academic session. In some circumstances, you may be allowed to register in three credits in the winter term but you need special permission from Continuing Education and, usually, at least a C average in two previous full courses.

The next major category is that of Degree student (which means that you have been admitted to a specific degree programme in one of the faculties). A degree programme student may be studying either full or part time.

For the purposes of fee assessment, a full-time student is one who is registered in four or more full courses (or equivalent). The normal course load for Engineering, Architecture and Industrial Design is six full credits. In Science, Social Science and Arts, the normal course load is five full credits. Special approval from your Faculty Registrar's Office is needed to exceed this number.

The various student aid plans (e.g. OSAP), the Carleton

scholarship programme and Residence all have different specific definitions of full time course load. Check with the Awards Office (231-3735) for the former and the Housing Office (231-6395) for the latter before you decide to switch.

In some situations (for the purposes of academic progress), you may find it to your benefit to switch from full-time to part-time status (or the reverse). Especially if you are, for example, in first year and not yet on the course credit system or on academic probation, make sure you find out how a change in status will affect you.

Course Selection

By the time you receive *Survival*, you should have been sent information about various programmes in each faculty to help new students in course selection and registration. If not, you might want to get in touch with your Faculty Registrar's Office. The Faculty of Arts and Social Sciences, because of its size, has the most elaborate programme. If you plan to register in Arts or Social Sciences, their Summer Advisory Service (231-3905) will assist you in designing a programme (if you are a non-major) or arrange counselling for you in your department (if you have already picked a major or honours department).

Your choice of courses in some schools or departments will be limited. Check very carefully in the *Calendar* for rules governing course selection, prerequisites and other restrictions. If you are signed into the wrong course at registration by error, you may find that your credit will not be applied towards your degree.

Finally, the Students' Association (Room 401 Unicentre, 231-4380) publishes an annual *Course Guide* based on student evaluations and professors' responses in the previous year. It covers most courses open to first year students and is highly recommended. Take a look at what it has to say.

Deferred Exams and Assignments

If you find yourself in traction the day before your final exam or if serious illness, death, or some other major calamity is affecting you or your family, you may apply formally for a deferred exam or assignment. Contact your Faculty Registrar's Office either before or within fourteen days after the exam date. Although documentation will be required in such circumstances (e.g. a letter from your doctor), there should be no difficulty in deferring an exam or a final deadline for assignments.

These extensions are available in really serious "special circumstances". It is possible that individual instructors will take pity on your problem (too much work, minor illness, breaking up with the love of your life or whatever) and be willing to permit informal extensions. It usually helps if you have been a reasonably good student and have attended classes. Note that they are under no obligation to do so and, in fact, deferring a scheduled final exam or arranging to hand in an assignment beyond December 8 (for first term half courses) or April 14 (for full courses and second term half

courses) is technically impossible unless the appropriate Registrar's Office and/or appeals committee approves.

Some professors, not without good reason, are adamant about deadlines and insist on academic penalties if you miss them. Usually they will make this clear (in writing) at the beginning of the year. If they haven't, find out how they feel about the matter. Avoid panic. Remember, it never hurts to ask. The worst that can happen is that the instructor will refuse.

Deregistration

The final payment of your tuition fees should be made by January 15th. In February, the university will begin to "exercise its right to cancel registration" for students with fees outstanding. Letters mailed in January should inform you that this is happening. Sometimes clerical errors interrupt the process or you may find yourself owing no more than a library fine or a parking ticket. Don't ignore the letters, however. Phone or visit the Business Office (Room 301 Administration Building, 231-3762). Emergency loans may be available for students in financial difficulty.

Deregistration is not an alternative to withdrawing formally. If you do not want to finish the school year, withdraw through your Registrar's Office. (See "Withdrawing".) Otherwise, you may find yourself deregistered, in debt to the university or your transcript frozen.

Exam Regulations

The penalties for breaking exam rules are severe, even if you had no intention of cheating.

If you find yourself panicking before you get to an exam, talk to your instructor or a counsellor. It may help. When you get to an exam, don't sit with friends. Don't communicate with any one but the proctors. Don't carry notes, books or papers to your seat.

All this, and related details, are spelled out on the back of your official exam booklet.

If you are suspected of cheating or breaking exam rules, you will be asked to attend an "interview" with the Dean of your Faculty. Penalties may run from failure to suspension. The Office of The Ombudsman (Room 511 Unicentre, 231-6717) can and will represent you.

Exams

Exams are graded from A to FNS (Failure no Supplemental) and each grade has a corresponding numerical value to a maximum of 12. The numerical scales are basically an administrative convenience used to calculate averages. The mark ABS (Absent) is assigned if you fail to write the final exam or supplementals even though course work has been completed. Essentially an ABS is considered a failure. (See also "Deregistration".)

If you miss an exam and have a reasonable excuse, see your instructor and your Faculty Registrar's Office immediately. You may be able to arrange an informal extension or a deferred exam. (See "Deferred Exams and Assignments".)

Supplemental exams are also available – sometimes. (See "Supplemental Exams".) Definitely read the relevant sections of the 1981–82 *Calendar*. Then check with your Faculty Registrar's Office to find out what choices are best for you.

Grades

When you register, you will give Carleton two addresses (if you choose to do so): a home address and a local address in Ottawa. Grades, at different times, will be mailed to either of the two addresses.

Winter session final grades are mailed to your home address in the first week of June as are summer session grades in the first week of September. Your grades from first term half courses in the winter session, however, are mailed to your local Ottawa address in January. If you do not want your home address used, for any reason, tell your Faculty Registrar's Office as soon as possible.

If you are unhappy with your statement of marks, check first with your instructor. If you want to pursue a formal review of grades, you should apply in writing to your Faculty Registrar's Office within 14 days of the final release of the results. If you are out of town, write to them. If you cannot find your instructor, write to your Registrar's Office as well. If you keep copies of your letter (and send it by registered mail), everyone will know you started procedures on time even if they can't be finished until next term. Remember, however, that a review of grades can result in a lower mark. (See "Appeals".)

Grades are usually posted in your department by student number before they are mailed. The earlier you get a look at the list, the earlier you can begin considering whether or not you want a review of grades.

Clerical errors can occur and substantive errors in grading are possible. See your instructor informally first. At least you may understand better why you didn't do as well as you thought you might.

Graduation

Remember that in order to graduate you must apply formally to do so. It isn't an automatic consequence of finishing your final course. It is up to you to inform your Faculty Registrar's Office of your intention to graduate.

The deadlines for 1981–82 are: December 1 (for winter graduation in February) or February 1 (for spring graduation in June) or September 1 (for fall graduation in November). If it is important for you to graduate on time, it is useful to ask the advisor in your department to check over your whole programme in September. Otherwise, you may get a nasty surprise in the following spring.

Plagiarism

The Latin root of “plagiarism” is a word which means “to kidnap”. Thus, plagiarism means taking another person’s ideas, words or writings as one’s own without sufficient attribution.

One inaccurate footnote, in a twenty page essay, is probably not plagiarism. The paraphrase of another person’s work, in slightly different words and without very clear footnotes, probably is. The other person in this case need not be the writer of a textbook or an encyclopedia. The work of another student is also his/her own and should not be used without footnoting.

The penalty for plagiarism, if you are found guilty, may be failure or even suspension from the university.

To avoid worry, ask your instructor to explain the rules for footnoting and attribution in your department. Often the department will have a hand-out on how to write an essay. Consider purchasing a style guide for your discipline. The Bookstore on campus sells several different guides.

Use footnotes carefully. Use quotation marks. Use your own words instead of a rough paraphrase. Come up with some of your own ideas. In short, avoid plagiarism. If nothing else, the result will be a better and more original piece of work.

Programme Changes

If you want to change your major or honours discipline or your degree programme, consult your Faculty Registrar’s Office for details. Discuss your intended change with a registrar or counsellor first, as all programme changes affect graduation requirements. Changes of major or honours may be made during registration and most of the academic year. Changes of degree programme are administered more strictly. See the “Registration” section of the *Undergraduate Calendar*.

Registrars’ Offices

The Registrars’ Offices are a key link between students and the university. These offices register you in your courses, maintain your academic records, administer numerous university regulations and handle the paper work for dropping courses, changing sections, changing majors, writing supplements, obtaining a transcript and filing a new address.

The Registrars’ Offices also administer decisions on course load, promotion, probation, accelerated progress, eligibility to register or to graduate, letters of permission to take a course at another university and so on. It follows that if you are worried about whether or not you are meeting university requirements or want to know if a special exception can be made in your case, you should visit the Registrar’s Office of your faculty first.

The Registrars’ Offices are staffed by assistant deans, registrars, assistant registrars and/or academic counsellors. They are there to explain the regulations, guide you through red tape and help you prepare requests for special consideration or appeals. Do not be intimidated – from making an

appointment to see them. If shyness, the pressures of time or a wish to avoid hearing bad news cause you to settle for advice from another source, you may miss out.

The Registrars’ Offices are:

- **Arts and Social Sciences** 312 Paterson Hall, 231-6690 (Assistant Dean and Registrar: Jim Jackson; Assistant Registrar: Carole Dence; Counsellors: Muriel Foulger, Ken McGillvray and Joel Nordenstrom). Counselling appointments: 231-7407.
- **Science (and Computer Science)** 212 Herzberg Building, 231-6705 (Registrar: Ruth Lifeso).
- **Engineering (and Architecture and Industrial Design)** 353 MacKenzie Building, 231-4313 (Assistant Dean and Registrar: Pat Ryan; Assistant Registrar: Susan Cotter). Industrial Design and Architecture students should also contact their respective schools in some cases.
- **Continuing Education** (Special Students only.) 302 Administration Building, 231-6660 (Registrar: Keith Alnwick).
- **Graduate Studies** 215 Paterson Hall, 231-4403 (Dean: Syd Wise)

Rules and Regulations

The purpose of regulation is to ensure fairness. Rules enable us to treat everyone justly. However, the regulators themselves sometimes need regulating. Thus, along with every set of rules and regulations, it becomes necessary to create a system of appeals for those cases where the rules are unclear or anomalous, where special circumstances have arisen, or where the interests of equity would be better served by relaxing the rules.

The system always assumes that, as students, we know all the rules in advance. Learning the rules is somewhat complicated by the fact that they are not codified in any single place. Ignorance of the rules, nevertheless, is not usually an acceptable excuse.

As a result, it is important that you take the responsibility to learn the rules yourself. Begin by getting to know the *University Calendar*. Read it carefully; refer to it if you change your mind about an academic issue or if you are planning to do so. Most of the important university-wide rules are here. For clarification and details, consult your Faculty Registrar’s Office (or Continuing Education if you are a Special Student). Ask your department about any additional departmental rules. Since rules change over time and not all are printed, talk to someone in your Registrar’s Office whenever you are uncertain or find yourself making a major decision.

The system is not absolutely inflexible. Requests for special consideration are possible. An appeal process is usually available. For example, a rule about which you could never have known (i.e. which is not on paper anywhere) may be a good basis for appealing a decision. A major unexpected event which stops you from complying with a deadline or a letter from an agent of the university giving you permission to deviate from some regulation, may also be grounds for appeal.

However, if you do have an appeal, get in touch with the university as soon as possible. If you do not know where to start, contact the Office of the Ombudsman (Room 511 Uni-centre, 231-6717).

The above principles apply to the rules governing use of the library, parking, behaviour in residence, and so on. Again, it is crucial that you learn the rules rather than find yourself in a dispute about a possible infraction.

The university is private property. Treat it with respect. A person accused of stealing a book or breaking furniture may be liable for criminal prosecution as well as penalties under the university's judicial system. If you think you are being accused or penalized unfairly, contact the Office of the Ombudsman.

Remember that the rules exist to protect students as well as the university. You may want to sit on the chair that is broken or read the book that has been stolen or damaged. As well, you have (or should have) a role in setting the rules. Unlike the weather, regulations do not just happen. They are created. Get in touch with the Students' Association (231-4380), its Education and Research Office (231-7158) and/or the student representatives in your department if you want to get involved in setting, modifying, or reviewing the rules by which the university is run. Rules that seem needless or unfair will only change if you become concerned with changing them. (See also "Appeals", "Exam Regulations", "Judicial System", "Plagiarism" and "Registrars' Offices".)

Supplemental Exams

Supplemental exams are *not* available in all courses. Check with your instructor at the beginning of the year. In addition, even in courses where they are offered, the general rules governing grade-raisers and supplemental exams vary by faculty and in two cases by school. The supplemental examination mark will contribute to your supplemental grade in the manner set down in writing in the course outline.

Basically, a supplemental exam may be available to you if you receive an F rather than an FNS (Failure No Supplemental) in a course. A grade-raiser, as the name suggests, is a way to raise the grade you received in a course if you passed but feel, for some reason, that you could have done better.

In Arts and Social Sciences, there is a "discredit" system with a maximum number of allowable discredits. No more than five discredits are allowed in a pass degree and a maximum of three in an honours degree. A failure without a supplemental is one discredit; a failure with a supplemental passed is still one discredit (but, of course, the mark you receive is calculated into your average); a failure and a second failure on a supplemental are two discredits.

In the Faculty of Engineering and Industrial Design, on the other hand, a supplemental exam may only result in a pass (worth D minus) no matter how well you do. (In this case, it may be better for your overall average to simply repeat the course in another term.) The rules in Architecture are somewhat different, however.

In the Faculty of Science, a first year full-time student

may write two supplemental exams, provided that in passing them, the student will complete the first year programme. After admission to the course credit system, a student majoring or honouring in science may write a restricted number of supplementals and/or course replacements or course repetitions. The formula basis of this restriction is described in detail on pp. 366 of *The Calendar*.

Not everyone who writes a supplemental or grade-raising exam actually does better the second time around. Indeed, if all your work on the course was uniformly poor and you feel you may not have grasped the subject matter, it makes little sense to simply write a new exam in the vague hope that things will have changed. At the other extreme, if you were doing well until a head cold or over-work began to affect your performance during an exam, a supplemental or grade raiser might be an ideal choice for you.

To decide which rules apply and what choice is best, begin by reading the relevant section of the 1981-82 *Calendar*. Then, to find out exactly what rules may affect you, make an appointment to see someone in your Faculty Registrar's Office.

To apply for a supplemental or grade-raising exam, fill out a form in your Faculty Registrar's Office. There are rigid deadlines, so check for them in the *Calendar* first. If you change your mind and do not wish to write the exam, make sure you inform the Registrar's Office of this as well. A supplemental exam is as serious as your first examination and the mark you receive will definitely be recorded. Do not just wander out, for example, if you feel ill. Tell a proctor right away.

Finally, supplementals and grade-raising exams cost \$10 per course.

Some relevant sections of the *Calendar* are:

Dates and Deadlines: pp. 11-13

Rules and Regulations: Arts and Social Sciences: pp. 90-98, Science: p. 361-368, Architecture: pp. 330-334, Engineering: p.p. 307-309.

(See also "Deferred Exams" and "Exams".)

Withdrawing

The rules and regulations governing withdrawal from courses are administered quite strictly. If at some point you think you may want to withdraw from some or all of your courses at Carleton, you should acquaint yourself with these rules. For undergraduate and special students, the deadline for withdrawing from first term half courses is November 20; for full courses, the deadline is February 19; and for second term half courses and full courses, it is March 19. (Graduate students are an exception and may usually withdraw up to the last day of classes in the term of registration.)

If you formally withdraw before these dates, you may do so without academic penalty. You may even receive a partial refund of tuition fees. (See "Fee Refunds".) After that date, however, you may find yourself with F, FNS or ABS notations on your transcript. These marks will not be erased and

further problems in re-registering at Carleton or seeking admission elsewhere may arise.

Please attempt to withdraw before the deadlines. However, if for some reason you have missed the final date, contact your Faculty Registrar's Office in any case. If you are only a day or so delayed, or if some special circumstance such as illness is involved in your belated decision to withdraw, the Registrar, Assistant Registrar or Counsellor with whom you speak will probably be able to help you.

In any case, your notice of intention to withdraw must be made in writing to your Faculty Registrar's Office (or Continuing Education if you are a special student). Just ceasing to attend classes is not an official notice of withdrawal.

As well as academic penalties for omitting to withdraw officially, there may be financial ones. The pro-rated refund will be dated from the time you withdrew officially and not from the date you made up your mind and/or stopped going to classes. The Business Office (231-3762) is the only reliable source of information about the refund system. The person in charge is Sam McAdam. For appeals to withdraw retroactively, however, you must contact your Faculty Registrar's Office.

Aside from the possibility of appealing to withdraw retroactively, if you have missed the deadlines, it is also worth noting that some of the situations which affect your decision to withdraw may be rectifiable. Financial aid, personal and/or academic counselling, study skills programmes, and help in other areas are available.

If you do decide to withdraw from one or more of your courses, take time to find out if this will have any impact on your academic progress (at your Faculty Registrar's Office), your student loan and/or grant or scholarship (at the Awards Office), and your eligibility to live in residence (at the Housing Office). Full-time status is defined differently for different purposes, so make sure you have approached all the expert sources of advice.

Finally, if you are interested in an appeal, find yourself bogged down in bureaucracy, or have some other problem, phone or visit the Office of the Ombudsman, Room 511 Unicentre, 231-6717.

Appeals



Appeals

You may never have to appeal an academic or administrative decision at Carleton. If, on the other hand, you feel that an injustice has been done or the facts overlooked, you should certainly try to make your case heard. Every regulatory system (and the university has its share of rules and regulations) includes appeal systems for this very reason. While no one wants to encourage a “frivolous” or “vexatious” appeal, do not hesitate to use the system when you feel you must. At worst, if you do not win your case, you will have learned more about the reasons behind any decision against you.

▪ **Academic Appeals** Once the university has approved a course outline and added it to the *Calendar*, the instructor has a fairly wide freedom to teach as and what s/he pleases. For this reason, but also because an informal approach is usually the best beginning in any case, you should first approach your instructor directly with a complaint about course work or instruction. If it is a concern you share with other students, discuss it and try to work out a solution as a group. If the issue remains unresolved, meet with the chairperson or director of the department or school concerned. She or he will probably be able to mediate in the dispute.

While the exercise of independent academic judgment is an important right of any instructor, there are some limitations set by departmental, faculty or Senate (university-wide) rules. For example, there is a deadline (the last date for course changes in a given term) by which time your instructor must have informed students, in writing, how the marking scheme is to operate. Similarly, there are rules which govern how late in an academic year exams and assignments may be scheduled. For qualifying and first year courses, final and mid-year exams must be held during the official examination

period. In these courses, and also in second and third year courses, no tests or exams may be held in the last 2 weeks of classes in the first or second terms of the winter session.

(For more exam rules, see page 46 of the *Calendar*.)

For an impartial, outside opinion, and perhaps representation or advice, see the Office of the Ombudsman (231-6717). Your Faculty Registrar's Office can help fill you in on faculty and university-wide rules.

A common sort of appeal is one which, (although it may begin informally), would fall under the jurisdiction of the appeals committee in your faculty (or in Continuing Education if you are a special student or the executive committee of Graduate Studies if you are a graduate student). The committees are empowered to interpret academic rules, to allow an exception to a rule and to review the administrative application of a regulation. Included are the rules governing standing, probation, graduation, withdrawing and permission to continue registration. Not usually included in the jurisdiction of these committees are disciplinary action (e.g. cheating or plagiarism), substantive reviews of academic assignments (review of grades) and certain other situations.

Some appeals to these committees are “routine”, for example an appeal to withdraw retroactively from a course (after the deadline) because you will be in traction for the next two months. Others are much more complicated. The committees almost always meet “in camera”. This means your appeal will be totally in writing. It is sensible to make an appointment to go over what information should be included in your letter of appeal with the relevant registrar (or other counselling staff) in your faculty. (See “Registrars’ Offices”.) If the issues are reasonably complex, you might also wish to consult the Office of the Ombudsman (Room 511 Unicentre, 231-6717).

If your appeal is not allowed, you may be able to appeal further to the University Senate. The Senate is Carleton's chief academic decision-making body. On occasion, in the past, students have been accorded hearings before the Senate. They have been allowed to present their case in person or to have it presented by the Office of the Ombudsman. Check with the Ombudsman's Office about the relevant procedures.

The "in camera" functioning of the faculty appeals committees is currently under review. There are proposals to substitute new procedures. Call the Students' Association (Room 401 Unicentre, 231-4380) for more information.

▪ **Review of Grades** Grading is very much up to the individual instructor. While there are some general guidelines, the way in which you will be graded (as long as the class is informed, in writing, of the form and weighting) is the instructor's responsibility. (For general problems or complaints with the marking scheme, see above.)

However, on an individual basis, errors in a final grade can happen. Arithmetical or clerical errors are not infrequent; even substantive errors of judgment can occur. You should normally begin by speaking informally with your instructor as soon as you can after the grades are posted. Some departments insist on a formal review of grades, others do not. Some ensure that one or two other instructors review your work. Since there are over 40 schools and departments, the variation is wide.

If you are not satisfied with your instructor's response, you may take your request to the chairperson of the department (or director of the school) concerned. If you are still unsatisfied, call the Office of the Ombudsman (231-6717).

The formal procedure for a review of grade should ensure that your request is not overlooked. (However, we would still advise speaking to your instructor as well, if you can.) To begin, fill out a formal request for review at your Faculty Registrar's Office within 14 days of the official release of grades. You will be informed in writing of the result. There is a fee of \$10 which is refundable if your grade is raised.

You should note that it is possible that, on review, your grade will be lowered.

If your request for a review is unsuccessful, you may want to write a supplemental or grade-raising exam. (See "Supplemental Exams".) Discuss this with a member of your Faculty Registrar's Office at the outset of your request for a review.

▪ **Disciplinary Appeals** If your appeal is against a penalty for, or an accusation of, an academic offence such as plagiarism or breaking exam regulations, visit the Office of the Ombudsman (Room 511 Unicentre, 231-6717). Special procedures apply both here and at the final stages of an appeal against an administrative penalty (e.g. an offence against property).

▪ **Administrative Appeals** These fall into many separate categories. Usually it is best to begin with the person in charge of the relevant area. For example, Athletics facility complaints should go to Keith Harris, Head of Athletics (231-2646). Bookstore complaints should be taken to Philip

Gore, the Bookstore Manager (231-6616). Food Service complaints should be directed to David Sterritt, Director of Housing and Food Services (231-2785) if the manager of the specific food outlet cannot help. Library problems may be taken to Dianne Gavin, Head of Circulation (231-2750) if overdue books, billing, etc. are involved or to Verna Wilmeth, Associate Librarian Administrative Services. Disputed parking fines (and related matters) should be brought to the attention of the Traffic Supervisor (231-2718).

In all these cases, there are policy committees (usually including students) which are empowered to hear individual appeals. If you encounter initial resistance, or if you want to appeal to one of these committees, contact the Office of the Ombudsman (231-6717) for help.

▪ **Residence Appeals** Most residence complaints can be resolved informally with the help of floor reps or your residence fellows. There is a formal Residence Judicial Committee for student-to-student problems. Procedures are detailed in *Communitas*, the residence handbook.

▪ **Students' Association Appeals** The operations of the Students' Association may give rise to complaints from students using a facility, working part-time, or who feel their concerns are not being well represented. For policy complaints, see the President, Micheline McKay, (231-4380) or a member of the Executive or the Students' Council. Direct complaints about services to the area manager or, if unresolved, to Doug Saveland, the General Manager (231-4380). If you encounter problems as a part-time employee (or as an applicant with hiring procedures), visit the Office of the Ombudsman.

CUSA is your association. Remember that you can always take a proposal directly to the Students' Council, attend meetings, work on sub-committees, or run for election yourself. By-elections usually occur in October. General Elections are in February.

▪ **Last Words** Grievances and appeals are not very systematically dealt with at Carleton. However, the Office of the Ombudsman is always available to help you understand the procedures. Remember, as well, that the University President (William Beckel, Room 601 Administration Building, 231-4301), the Academic Vice-President (Tom Ryan), the Administrative Vice President (Charles Watt), and any one of the Deans may be willing to help you. As executive officers of the University, they may be able to simplify the problems you face.

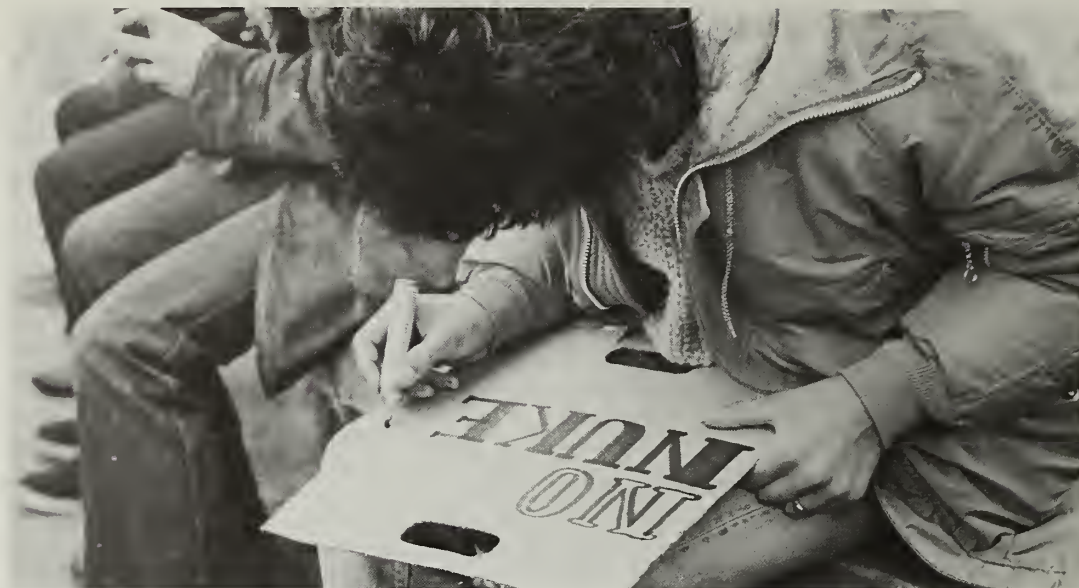
Judicial System

At the present time, we are told that discussions are continuing with regard to the Judicial System.

Routines have been established with respect to dealing with plagiarism and cheating on exams but the proposed tribunal system of dealing with other judicial problems is still undecided.

For the latest information on this new system, contact the Office of the Ombudsman (231-6717). As soon as the university organizes itself to complete the judicial appeal process, we will be glad to give you the details.

Counselling Services



Chaplaincy

Our purpose is to share with others experience, insights, friendships and faith. We try to be available most times at T28, T30 Tory Tunnel (across from the Post Office) or Room 1501 and 1525 Arts Tower.

Study and discussion groups, community projects and development education, special speakers and seminars, marriage preparation, instruction in the faith, religious services and special events are also part of the scene. We welcome and appreciate interfaith dialogue and enquiry into any area of religious or ethical concern. We also have connections with organizations or resources which you may be looking for on campus, as well as with churches and religious groups in the Ottawa area.

A part of the campus ministry is found at Newman House, 1061 Bronson Place, where Michael, the Roman Catholic chaplain, lives, together with a few students. The house is open to all as a drop-in centre and can accommodate smaller groups who wish to meet there.

Another feature of the Chaplaincy operation is the addition of a quiet room next to George's office (T27). It is available all day most days for anyone who wishes to use it as a place to meditate, pray or think.

Our phone number at Carleton is 231-3646 (George) or 231-3673 (Michael). Home phone numbers are 722-9426 for George and 237-5616 for Michael. *(Submitted by the Chaplaincy.)*

Distress Centre of Ottawa

The Ottawa Distress Centre (238-3311) is open 24 hours a day to listen to any sort of problem. The service is confidential. It is provided by trained volunteers supervised by a small professional staff.

Health Services Counselling

▪ **General Clinic** General practitioners and nurses are on staff to counsel on various aspects of health care, including: birth control, nutrition, immunization and smoking. We provide treatment of anxieties and depressions which are often caused by situational stress and/or related to deeper underlying problems. An appointment is scheduled with one of our physicians and, if it is felt that the problems require more specialized therapy, referral is made to one of the psychiatrists in the Mental Health Services.

The Health Services does not like to set limits in the area of counselling but we prefer to maintain an "open door policy" to deal with many issues and, if necessary, to refer to more appropriate services.

Acute problems are dealt with on a "walk-in" basis and are not deferred until a major situation arises.

▪ **After Hours Health Services** This service is available on weekends, evenings and overnight during the academic year to handle urgent, distressing problems.

▪ **Mental Health Services** The Health Services has three psychiatrists, (physicians specialized in psychological medicine – psychiatry).

Most patients have problems in interpersonal relationships or difficulties with self-image or learning. A very small number have severe mental illness requiring admission to hospital or treatment with medication.

The main treatment modality is psychotherapy where the psychiatrist tries to explore with the person the roots of his current difficulties in the context of his previous experiences and thereby increase awareness and coping ability. The psychiatrist does not, in any way, interfere with the person's own decisions or wishes.

(Submitted by Health Services)

Peer Counselling Centre

The Peer Counselling Centre is a student information, counselling and referral service. We can discuss, in a supportive and non-judgemental manner, concerns such as nutrition, birth control, relationships and personal problems. Our service is completely confidential. There is no fee and appointments are not necessary.

The Peer Counselling Centre has offered workshops ranging from nutrition and massage to men's and women's self-awareness. We have a large selection of information pamphlets, current news articles, periodicals and a small library of reference books available for student use.

We will be looking for volunteer counsellors in early September. No experience is necessary but training will be provided.

The Peer Counselling Centre is sponsored by the Carleton University Students' Association.

Feel free to drop by the Centre, have a cup of coffee and chat. We are open from 9 a.m. to 6 p.m., Monday through Friday and are located in Room 503, Unicentre, 231-7476.

(Submitted by the Peer Counselling Centre.)

Study Skills

Getting through school can be hard work. You are the one who has to write the exam, read the textbooks, do the research, hand in the essays and so on. If you start feeling overwhelmed, however, don't give up. A number of services on campus exist to help you. It's a good idea to check these out early – before you find yourself panicking about mid-term exams and final assignments. Remember, too, that if there's anything in the subject matter or content of a course which you don't understand, a good place to start is by asking your instructor. Talk to her/him after class or in regular office hours. All instructors have to choose, and post, a few hours a week when they will be available to talk to students. Think about the following services as well. Some are free; others involve a minimal charge. In all cases, the personnel are experienced and competent to help in the specific study skill area.

- **The Writing Tutorial Service** offers one-to-one tutoring, free of charge, to any student registered in any Carleton Faculty. Instruction emphasizes the practical aspects of writing that will help for work in progress as well as a review of work already completed. For information call 231-6749 or 231-3847 (English Department Secretariat.)

- **The Mathematics Tutorial Centre** provides a free drop-in service, primarily for students in Math courses but open to any Carleton student who needs assistance in the area of Mathematics. For more information, call 231-5500 or try the Mathematics Department Secretariat.

- **University Counselling Services** (Room 1201, Arts Tower, 231-4408) co-ordinates a series of study skills courses throughout the year in seminar or workshop format beginning in late September, 1981. They include Effective Reading (\$25), Essay Writing (\$15), Seminar Presentations (\$15), and

Systems for Study (\$10). For more information, call Counselling Services at 231-4408 or register in 1201 Arts Tower.

- **The Learning Assistance Service** provides individualized help, based on your expressed interests and diagnostic tests, to overcome study difficulties and improve the skills you already have. This service is free to Carleton students. For more information call the Reading and Study Skills Counsellor at 231-4408, University Counselling Services, 1201 Arts Tower.

- **The Students' Association** (CUSA) sponsors a speed reading course with sessions offered on a regular basis throughout the year. The cost this summer was \$52. For more information call the CUSA office at 231-4380 or drop by Room 401 Unicentre.

- Finally, Carleton offers a more formal programme of training in

English as a Second Language. Both session-long and intensive courses are offered at three levels of proficiency. The fee is as high as for regular credit courses. In some cases, these courses may be taken for credit. No native speaker of the language may be enrolled. For more information call the English as a Second Language programme, Linguistics Department, at 231-5657 or 231-5573.

University Counselling Services

From time to time, you may face personal, educational or vocational problems which can interfere with your life. If this is the case, University Counselling Services (Room 1201 Arts Tower, 231-4408), may be able to help. Don't "wait for things to work out". The sooner you seek help, the faster you can resolve your concerns.

Four professional counselling psychologists are available to help you by providing educational, vocational and personal counselling; assessing abilities, aptitudes, interest and personality through a variety of psychological tests; offering a Learning Assistance programme; and providing educational and occupational information. These services are offered both individually and in groups.

The service is strictly confidential. No information will be released without your consent.

University Counselling Services is open to all members of the university community. Office hours are 9:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. For information or an appointment, drop by or call 231-4408. *(Submitted by University Counselling Services.)*

Employment



Canada Employment Centre (on campus)

The Canada Employment Centre On Campus (Room 508, Unicentre, 231-2600 or 996-9590) is Carleton's focal point for career planning and job placement. With a full-time staff of five, including two Career Counsellors, the Centre offers a wide range of services.

The Centre co-ordinates an on-campus recruitment programme for Carleton students in their graduating year. Every fall, over 100 local, national and multinational companies and all levels of government conduct interviews at Carleton. Engineering, Commerce and Science grads are in high demand, but there are excellent opportunities for Arts students as well. A significant number of summer jobs are also available through campus recruiting. Details about the On Campus Recruitment Programme are publicized in the Centre's *Weekly Bulletin*. This "fact sheet" is prepared each Friday of the academic year and sent to every Faculty on campus. To prepare students for campus recruiting, the Centre offers comprehensive Briefing Sessions. Check the *Weekly Bulletin* for further information.

The Centre's Career Counsellors are very valuable people to know. They are experts in career planning, skill identification, job search strategies, résumé preparation, interview techniques and salary negotiation. Appointments for counselling can be arranged by visiting or phoning the Centre.

The placement services of the Centre include referring students to permanent, summer and part-time jobs across Canada. Available positions are posted in the Centre, so check the Job Boards on a regular basis. September and October are the prime months for part-time work.

The Centre is primarily an information outlet with re-

gards to summer employment. In December, application forms for government programmes (Career Oriented, Canada Employment Centre for Students (CEC-S), Ontario Experience '82) are available. When the CEC-S becomes operational in May, all registered summer jobs are transferred to the CEC-S.

The Centre has a comprehensive Career Library which includes company profiles, salary scales for new grads, occupational and job search brochures. Other programmes and services offered by the Employment and Immigration Commission can be discovered through the Centre on campus. The Career Counsellors are always available to speak to, or act as resource person for, any group of students or alumni in a seminar or workshop situation.

(Submitted by The Canada Employment Centre On Campus.)

Income Tax

Income tax returns, tables and guides are available at any post office, including the one on campus. For detailed information, special forms (e.g. the T1-M Moving Expenses Form), and explanatory pamphlets (such as "Income Tax and the Student"), phone or visit the Ottawa District Tax Office (360 Lisgar Street, 996-8340). For information about Québec provincial taxes, call or visit the provincial revenue people (170 Hotel de Ville, Hull, 770-1768).

It can be to your benefit to file even if you have no taxable income, since you may be eligible for the Ontario tax credit. The credits are "real money" returned to you, rather than deductions from your taxable income. Unfortunately, people on student visas are probably ineligible. For information dial the operator and ask for 1-800-268-7121.

By the end of February, Carleton will have mailed your

tuition and education deduction forms, T4A's (bursaries) and T4's (earnings including assistantships). If you do not receive yours in early March, call the Business Office (231-3762).

Finally, if you encounter any problems, call the Office of the Ombudsman (Room 511 Unicentre, 231-6717) for information and advice.

Jobs

The Students' Association (Room 401 Unicentre, 231-4380) describes itself as the largest employer of students on campus. Students are hired as pub staff, cashiers, operating personnel, and so on. The first issue of *The Charlatan* should list all the vacancies. Some of the Students' Association jobs are filled over the summer. As staff leave and the waiting list is exhausted, temporary casual vacancies may arise. If you could use a short-term job quickly, give them a call. Registration itself is also a source of short-term university jobs. (See "Registrars' Offices" for phone numbers.) The Students' Association's Education and Research Office (231-4380) hires students temporarily for *Course Guide* work and in other research projects.

Various parts of the university also hire students for part-time work during the school year. In particular, try Information Carleton (231-7177), Capital Foods (231-6629), Saga Foods (231-3710), Student Liaison (231-2738), the Athletic Centre (231-3746), the Library (231-2750), Instructional Aids (231-6658), and your own academic department (just in case there is money around). Check Carleton's Personnel Office (231-2780) in August as well.

Most of these jobs are non-glamorous – working in the cafeteria, guiding tours for high school students, booking squash courts, stacking books in the library or running audio-visual equipment. However, because they are on campus, they can help you pay your way through school without conflicting too much with your academic work.

Finally, if you have never had a career oriented job and you have some spare time, you might try volunteer work around campus. Check out *The Charlatan* (231-4483) or CKCU-FM (231-4498), if you are interested in the media or public relations. If you are a Psych major with an interest in counselling, for example, you might want to volunteer at the Peer Counselling Centre (231-7476) or at one of the various social agencies, like Children's Aid and the Youth Services Bureau. Working for the Students' Association (231-4380) can also provide useful experience. For off-campus opportunities, call the Central Volunteer Bureau (236-3658).

Although unpaid work is not highly valued in our society, it may be of some help in getting a "real" job later on. Meanwhile, what you learn about responsibility, organization and personal relations can always be put to use. (See also "Canada Employment Centre On Campus".)

Unemployment Insurance

The Unemployment Insurance Act is extremely complex. It can make collecting UI almost as frustrating as being out of work.

Do not hesitate to apply, however. If you wait, you may begin to lose weeks of eligibility. As an insurance programme, you have the right to collect from the fund because you have been paying the premiums.

To qualify for regular benefits, you must have worked for more than 20 hours a week for a specified number of weeks in your "qualifying period". This period is either the last 52 weeks or the time since you last collected UI (whichever is shorter).

If you have never worked before, you will need 20 weeks. If you have worked in the past, you will need 14 weeks of work (or UI benefits, lock-out or strike, worker's compensation, etc.) in the 52 weeks before your qualifying period. If you have this, you will need only 10 to 14 weeks of work in your qualifying period.

This is all fairly complicated (and we haven't even mentioned special rules for maternity and sickness benefits, or repeaters).

Do apply. If you encounter problems or need more information, call the Office of the Ombudsman (231-6717) for advice. The UI system includes a formal appeal procedure in which you can often find success. Benefits, by the way, are 60 per cent of your "insurable earnings".

Unions

Most of the people who work at Carleton are unionized including the faculty, the support staff, the maintenance workers, and even the full-time staff of the Students' Association. Part-time or casual employees of Carleton or of the Students' Association, however, usually are not eligible for union membership.

One exception is a CUPE local which last year won the right to represent student teaching and research assistants. Both graduates and undergraduate student assistants are members.

If you are a student research/teaching assistant, lab demonstrator, or marker this year, give them a call. They are always looking for students who would like to become more actively involved. The union's ability to help you is based on the degree of support you and other students show. Their office is located in 511-A Unicentre, phone 231-4347.

Foreign Student Information



International Students

University Counselling Services (Room 1201 Arts Tower, 231-3724) runs an advisory service for international students. Drop by for current information on immigration law and policy, on resources and services available, or to discuss matters of special concern. Bernadette Landry is the foreign student advisor.

If you have questions about the law, you may also try the Office of the Ombudsman (Room 511 Unicentre, 231-6717).

Student visa holders should adhere very carefully to the conditions stated on your "student authorization". The rules governing your stay in Canada are strictly enforced by the federal government. For example, your authorization is valid only for study at a particular institution (university, college, etc.) and thus, if you plan to change universities, make sure you contact Immigration (995-8131) well beforehand to have your visa changed. If you wait until you have registered at the new institution, you are technically contravening the conditions of your visa and you could be asked to leave the country.

Your student visa does not entitle you to work in Canada. The definition of "work" is quite wide and includes payment in kind (e.g. free room or board) or even work for which you are not paid at all but which a Canadian citizen or landed immigrant (permanent resident) would otherwise be doing for pay. Also prohibited are any jobs at the university, including marking or researching (for pay) or the teaching/research assistantship component of a graduate student's award unless you have a work permit.

In practice, you will be able to get a work authorization or permit for a University assistantship or for research or marking at Carleton without much trouble but you must get the permit from Immigration before you begin to work – not afterwards. For other kinds of jobs, the difficulty is greater

since you must prove that there is no eligible Canadian or landed immigrant (permanent resident) to do the same work. If you have a very specialized skill, however, this may be worth attempting.

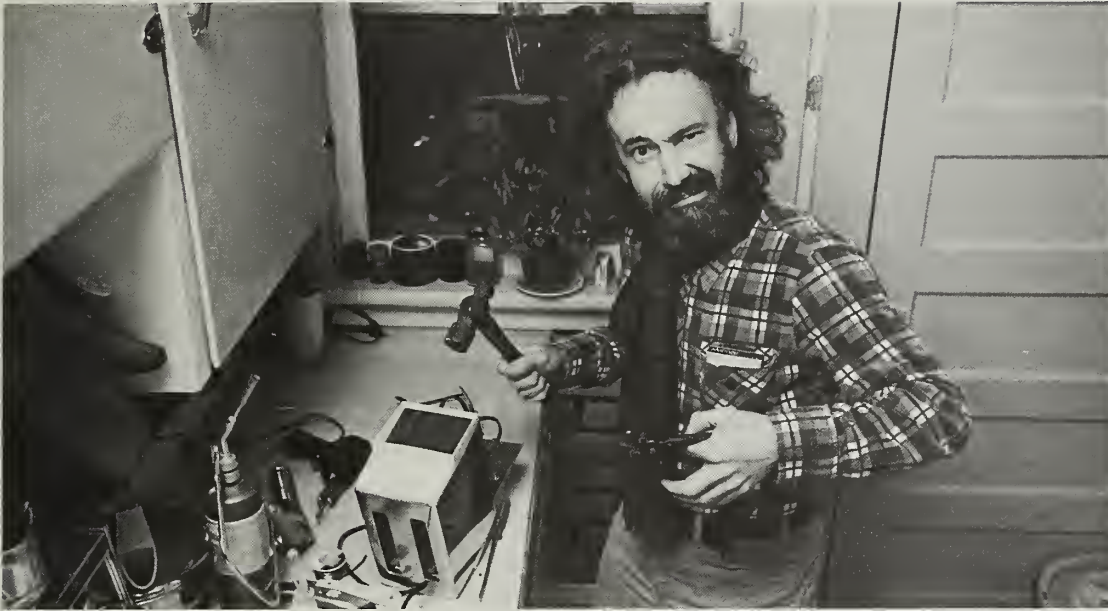
If you think you may be inadvertently contravening the conditions of your visa, try to act on it at once. The Office of the Ombudsman will be able to help you. More often than not, Immigration officials are quite sympathetic to someone in good faith who discovers s/he has contravened the rules out of confusion, error or ignorance. Your good faith is best demonstrated by acting quickly and directly and often you may save yourself worry or further problems.

Passports

A passport is necessary for travel in most countries, except the United States (if you are a Canadian citizen). Applications for a passport can be obtained at any post office (including the one on campus). With the application, you will need two photographs of yourself. You can purchase these at Photographic Services (Room 105 Administration Building, 231-6731). You also need an original copy of either your birth certificate or your citizenship papers and the signature of a guarantor who has known you for more than two years. Finally, you need a certified cheque or money order for \$20.

Since this is Ottawa, you can go down to the Passport Office in person at the Lester B. Pearson Building, (125 Sussex Drive, 995-8481) and deliver your completed application. They say you can be processed in three working days (no weekends), but for safety's sake, allows two weeks. If you mail the application, expect the process to take a month.

Financial Information



Awards Office

The Awards Office (Room 202 Administration Building, 231-3735) is the best place to go for information on the Ontario Student Assistance Program (OSAP), emergency loans, bursaries, scholarships and student aid in general. Pick up your OSAP applications here.

If you have detailed questions, make an appointment to see the Director of Student Awards, Coralie Bartley, or Carol Fleck the Assistant Awards Officer. It is a good idea to visit the Awards Office as early as you can since it will take time to process your application. (See also "Expenses" and "Financial Aid".)

Bank

There is a branch of the Bank of Nova Scotia on campus in the basement level of Paterson Hall. The bank is open Monday to Friday during regular banking hours. The manager is Mr. D. Bailey.

Long line-ups tend to develop in September when many new student accounts are opened and often there is a 10 day "hold" on deposited cheques and a two week waiting period for a transfer of accounts. To save time, you can open an account before you arrive. Just send the bank a letter enclosing your name, home address, Ottawa address, Social Insurance Number, student number (if you have one) and a bank draft, money order or certified cheque.

For more information, call 566-2360. (See also "Credit Unions".)

Business Office

The Business Office (3rd Floor, Administration Building, 231-3762) is responsible for ID cards and, through Students

Accounts Receivable, the collection of fee payments and fines. As well as collecting money, it hands some out: bursaries, scholarships and student aid cheques. However, if you are working for the university (full or part time), consult Payroll (231-2656) about lost or disputed pay cheques.

Since money always matters, consult the *Calendar* for an explanation of tuition fee policies and procedures. If you still have questions, consult the Business Office as soon as possible.

If you lose your ID card, check the Library (231-2683) and Lost and Found (231-4360) first. If you cannot find it, the Business Office will issue a new one for \$2.00.

The Business Office also mails out income tax certificates (for tuition fees and full-time school attendance) to use when you file your income tax form. (See also "Income Tax".) They are mailed at the end of February, but only to students whose accounts are fully paid. If you owe the university money, you must go to the Business Office to discuss your account. Anyone who is graduating in January (or who will otherwise be at a new address), should contact the Business Office early (December wouldn't hurt) to leave a forwarding address.

Replacement tax certificates for past years are supplied on request. Give the computer some time to process a replacement form for past years or the current year if your originals are lost.

The Business Office charges a \$5.00 penalty for NSF cheques returned by your bank. The staff also lets the Faculty Registrars' Offices know if you are in debt to the university. If your account is delinquent, the university will seal your file. This means you will not receive marks or transcripts until the account is settled.

If you owe tuition fees, you may be deregistered. (See "Deregistration".) This does not mean that your debt disap-

pears. After deregistration, you will still owe the balance payable on your fee assessment.

On occasion, you may want to dispute a fine. If so, remember that the Business Office only administers the billing for fines. You will probably have to go to the Library, Parking or wherever the fine originated, to clear up the matter.

The university is not an ogre. If you owe money (even tuition fees) which you cannot pay at once, visit the Business Office. Ask for Mr. McAdam who is in charge of student accounts. Usually something can be worked out. Also visit the Awards Office and investigate the financial aid possibilities.

Finally, to contact you about such things as delinquent fees (or even an incorrect fee assessment which might be in your favour), the Business Office needs to have your correct address. Make sure to up-date your phone number and address as soon as you plan to move. Change of address forms are available at your Faculty Registrar's Office.

Collection Agencies

Do not let yourself be intimidated by a collection agency. Ontario agencies (but unfortunately not the in-house collection departments of large firms) are licensed and governed by legislation such as the Credit Reporting Act.

A collection agency has the right to contact you within reason by mail or phone. If you ask the agency to leave you alone or take you to court, it is under a legal obligation to do so. Phone calls, visits or letters after this point, or calls in the middle of the night or to your employer, or any other unreasonable activity should be reported at once to the provincial Ministry of Consumer and Commercial Relations (725-1489). An investigator will act on your complaint.

If you agree that you do owe the money, you may, of course, pay the agency. You are always entitled to negotiate the rate of repayment. Do so. Some agencies buy debts for a set amount; others get a percentage of what they collect. In either case litigation is an added expense in time and money. Make an offer of what you can honestly repay. If it is not accepted, put it in writing. If the debt is from a Canada Student Loan (the loan portion of many provincial student aid programmes) and the agency will not co-operate, call the Canada Student Loans people (994-1866) and your Member of Parliament.

If you are deeply in debt and want to dig yourself out, visit the Credit Counselling Service (187 Bay Street, Ottawa, 236-3637). If your debts seem likely to land you in court, get legal representation. (See "Legal Aid".)

Consumer Information

There are two things worth remembering about consumer law: nothing is ever free and the best protection you have is always yourself. Shop around before you buy, compare prices, ask questions and get any promises in writing. Call the Better Business Bureau (237-4856) before you buy if you

have doubts about the company, the salesperson or the product. In other words, know what you are getting.

By and large, the courts will enforce a contract made between two sane adults without coercion or fraud. It does not matter whether your agreement was in writing or whether you paid cash, by instalments or charged it. Every time you make a purchase, get something repaired or use a service, you are making a legally enforceable consumer contract by which both parties are bound. A decision on refund or exchange policy is strictly up to the seller. Unless the goods are defective, the seller is not bound by law to offer a refund so check the store's policy.

A number of statutes in Ontario protect consumers, including the provincial Consumer Protection Act and the federal Combines Investigation Act. If you end up in court, get legal advice first. (See "Legal Aid".) Also contact the Consumer Protection Bureau (Ontario Ministry of Consumer and Consumer Relations) at 725-1489 and the federal office of Consumer and Corporate Affairs at 995-0853. For general information, try the Consumers' Association of Canada at 238-4840.

Although we cannot provide a list of all your obligations and rights under consumer laws, you basically do have the right to a refund where the seller either makes a false representation about the product or tries to take advantage of you as a buyer. Implied in the seller's side of the bargain are the following obligations: to offer good title to the goods sold; to tell you if the goods you buy are not new; to sell a product usable for the purposes for which you want it if these are "normal purposes" or if special assurance was given; to sell goods which are "merchantable" or whose defects, if any, have been described clearly; and to maintain any other warranty or conditions expressly agreed upon by the two parties.

Get agreements in writing and keep records and receipts of your transactions. Watch out for high-pressure selling tactics which may be legal but confusing or deceptive. Be cautious. A reputable seller will be willing to come back after you check out his/her registration.

Finally, door to door salespeople must be licensed. If you sign a contract worth over \$50 with a door-to-door seller, you have 48 hours to cancel the contract by registered mail.

Credit Unions

A credit union is basically a co-operative form of banking. Users become shareholders and profits are ploughed back into the credit union, permitting lower rates for members who need a loan. Good financial advice and help in budgeting are side benefits. The Ottawa Credit Union is located at 222 Somerset Street West (235-4335). There are other credit unions around, as well, including the Women's Credit Union (233-7711). There are also Caisse Populaires (several branches in Ottawa and Vanier as well as in Hull).

Expenses and Budgeting

It costs money to attend university. Try to ensure that you have enough before you enrol. The following breakdown of

estimated costs gives you a rough idea of how much “study money” you will need. For information on student aid, loans and bursaries, contact the Awards Office (Room 202 Administration Building, 231-3735).

- **Tuition and miscellaneous fees** range from \$1,056 to \$1,134 depending on your programme. (See the *University Calendar* p. 48 for details.)
- **Books and equipment** will cost a minimum of \$300 depending on your programme. Engineering students should budget \$550; Architecture students at least \$850.
- **Rent and board**, if you live off-campus for eight months, may cost about \$2,000. A private apartment would cost more; shared accommodation in a Co-op and careful food shopping may cost less. Of course, if you live with parents or relatives, this item may be lower or even non-existent.
- **Local transportation** costs will depend on the distance you travel to Carleton each day. A basic bus pass costs \$21 a month or \$168 over the school year. (See “Bus Transportation”.)
- **Recreation and entertainment** costs depend entirely on the individual; budget at least \$250.
- **Laundry and clothing** should cost at least \$150.
- **Return trips home** depend entirely on where your parents live and how often you visit.
- **Miscellaneous expenditures**, such as stamps, stationery, toiletries, medical supplies and bought lunches will total at least \$150.

In general, the budget for an Arts or Science student living on campus can be \$4,000 or more for the school year. To meet these costs, you may need help. In addition to careful budgeting, savings from summer and part-time jobs and help from your parents or spouse, you can apply for student aid through the Awards Office.

Finally, the Awards Office will once again run a series of budget counselling workshops in the Fall. Especially if you will be away from home for the first time, these informal sessions may help prevent the “empty pocket” syndrome next March. For details, call 231-3735.

Fee Refunds

Under “Consumer Information”, you may have noticed that a seller is never under an obligation to offer a refund unless the goods are faulty or there is misrepresentation involved. This is true if you purchase a service (such as an instructional programme) as well as if you purchase a product.

Carleton’s policy on refunds is more generous than the minimal requirements of the law. If you want to withdraw from your programme, you may be eligible for a refund. To avoid unpleasant surprises, however, it makes sense to read the relevant sections of the *Calendar* (especially page 44 and pages 48–51).

Note, for example, that full-time student fees are charged for anything between four and six courses. Do not expect a refund unless the course (or courses) you are drop-

ping will change your status. Secondly, fee refunds are prorated over a given number of weeks. This means that the amount of your refund will decline with the passage of time. In addition, part of your fees (a registration fee and what is called your “miscellaneous fees”) are not refundable. In any case, there are strict deadlines after which you cannot expect a refund (or even withdraw at all unless you can present a special reason such as illness or the like). The deadlines (on pages 11–13) of the *Calendar* are: November 20 (first term half courses), February 20 (full courses), and March 19 (second term full and half courses).

What does all this mean to an individual? Well, for example, assume that you are a full-time Arts student who paid half your \$1,073.60 fees in September. You withdraw officially just after Christmas and now you figure you do not owe any more money. The reality is that you probably do.

A full-time student who withdraws before September 25 is charged \$50. A part-time student would be charged \$5 per half course. After September 25, a student would owe both this registration fee plus the full amount of “miscellaneous fees” (\$137.60 for a full-time student or \$27.00 per full credit course for part-time students). The remainder (\$886.00 for our full-time Arts students) is pro-rated from September 14 to February 19, which is the last day for withdrawing from a full course without academic penalty. In other words, the amount of a refund is reduced, for the full-time Arts student, by about \$30 a week. The Arts student who withdraws after 16 weeks, probably owes the university tuition fees even though she paid half of those fees in September.

Please check the description of fees and refunds in the *Calendar*. Discuss the exact figures in your case with the Business Office. Do not guess. Do not accept anyone else’s opinion. The Business Office staff are the experts here. You can find them in Room 301 Administration Building (231-3762). The person in charge of Student Accounts is Sam McAdam.

Financial Aid

The following is a brief list of financial aid available at Carleton. For detailed information and application forms, get in touch with the Awards Office, Room 202, Administration Building, 231-3735.

- **Entrance Scholarships:** Carleton offers scholarships, tenable at the university, to students entering as full-time undergraduates with Ontario Secondary School Honour Graduation Diplomas (or equivalent) and high potential for university studies. The entrance scholarships for 1981-82 are:

Three scholarships, with a total possible value of \$10,000, over four years (\$4,000, \$3,000, \$2,000 and \$1,000). These scholarships may be continued each year of full-time enrolment, provided the students maintain A standing. An application for these scholarships must be completed and returned to the Awards Office by May 31. Priority, in assessing the applications, will be given to academic perfor-

mance. The committee may also consider the applicant's other interests and activities during secondary school.

Fifty scholarships, with a total possible value of \$3,000 over three years (\$1,000 per year). These scholarships may be continued for two years of full-time enrolment, provided the student maintains A standing.

One hundred scholarships valued at \$600 for the entrance year only.

Eighty awards valued at \$150 for the entrance year only.

Twelve awards valued at \$250 for the entrance year only, to be given to the top six students entering Carleton from the Ottawa and Carleton Boards of Education. These awards will be in addition to any other the student may receive from Carleton.

Graduate students should contact Graduate Studies (Room 215 Paterson Hall, 231-4403) for details on Graduate Awards.

- **Bursaries:** Bursaries are non-repayable and awarded after registration to students who can prove genuine financial need and who have reasonable academic standing. Students are required to apply for provincial loans and grants first. Complete the application form and arrange an interview with the Director of Student Awards.

- **Student Loans:** Ontario residents can apply for OSAP (the Ontario Student Assistance Program) which is made up of Ontario Study Grant, Canada Student Loan, Ontario Student Loan and Ontario Special Bursary. The loan component is usually guaranteed by the federal government. Repayment begins six months after you stop being a full-time student. Last year, 35% of Carleton's full-time students relied on OSAP. The average loan and bursary was \$2,525.

A basic premise of OSAP is that it supplements, rather than replaces, your own financial resources and those of your family. Your spouse or parents are expected to contribute (and disclose their actual income) and you are expected to use your summer job earnings. Beginning in 1981, the Awards Office is required to collect proof of your gross summer earnings before releasing the Ontario Student Assistance, so when you go to pick up your award, take this proof with you (e.g. a letter from your employer). If unemployed or under-employed in the summer, see the Awards Officer about an appeal, but keep track of all your applications and job hunts.

The brochure included in the application kit explains how your "needs" are assessed. Request the kit from the Awards Office or the Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1C6.

Don't wait until you are accepted at Carleton to apply. If you decide to register elsewhere, cancel your application and submit a new form to the new institution.

- **Application Deadlines:** Apply as early as possible. To ensure you are assessed before September, send your completed application to the Awards Office by June 15. The absolute deadline is February 28, but as the applications sometimes take two months to process, don't wait until then. If you haven't applied before you arrive in September, make your first stop at the Awards Office.

- **Other Provinces:** If you are not from Ontario, you may be

eligible for loans and grants from your home province. For purposes of student aid, this is usually the province where your parents currently live, or, if you are an "independent" student, the province in which you have most recently lived and worked for 12 consecutive months outside of full-time attendance at a post-secondary institution.

Quebec residents should apply for student aid from the Quebec Student Loans and Bursaries Service, Department of Education, Quebec City, Quebec. The application deadline is September 30. Apply before July 15. Get the forms directly from Quebec. All applications must be stamped officially by the Awards Office. A booklet with your application describes details.

- **International Students:** Students from other countries, who are on student visas, are not eligible for any government aid. (You must have Permanent Resident status and meet residency requirements.) You must have enough money before being issued the visa in your home country. However, if you run into unexpected expenses at Carleton, you may be eligible for modest amounts of aid from the bursary funds. Graduate Studies may be able to help you if you are a graduate student.

- **Carleton University Emergency Loans:** If, after registration, you run into unexpected expenses or your student aid is delayed, you may be able to borrow temporarily from Carleton's emergency loan fund. To apply, arrange an interview at the Awards Office. Graduate students may also get some help from Graduate Studies (231-4403) or from the Graduate Students' Association (231-4347).

- **Part-time Students:** Most provincial student aid programmes are open only to full-time students (registered in three or more courses). If you are an Ontario resident, however, you may be eligible for some parts of OSAP aid. For information and application forms, contact the Awards Office. Have a personal interview if you can.

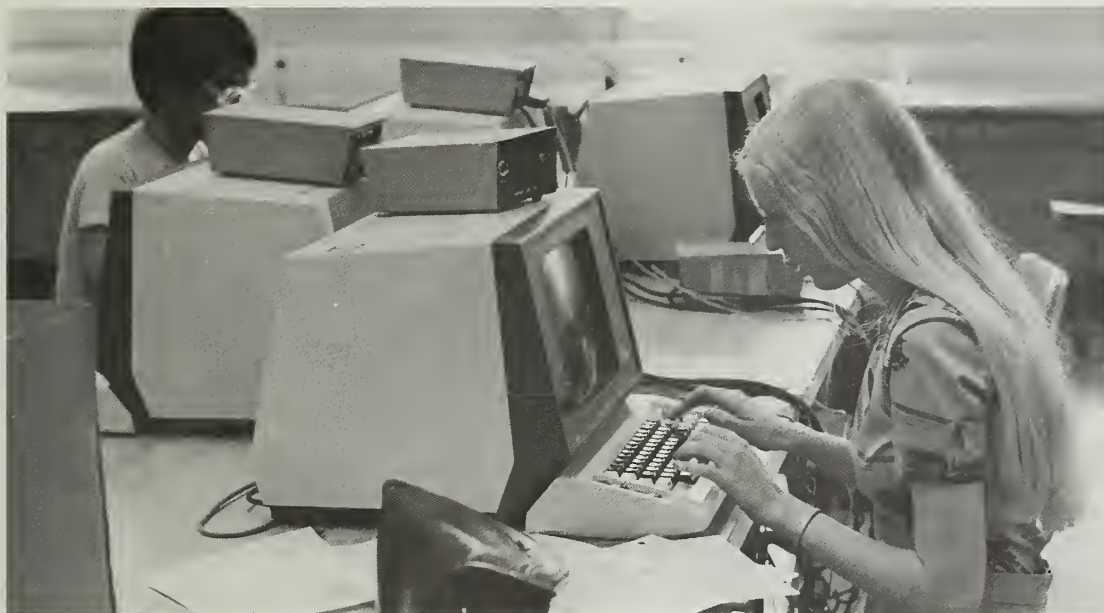
(Submitted by the Awards Office.)

Tuition Fees

The exact amount of your fees will vary by the faculty (or school) and the number of courses in which you are enrolled. Please read pp. 48–50 of this year's *Calendar* very carefully. You will find that the policies and procedures regarding fees may become important if you change status (e.g. full-time to part-time), or programme, if you withdraw totally, or if you have trouble meeting the final payment dates.

Read the *Calendar* carefully. If you still have questions, phone or visit the Business Office (3rd Floor, Administration Building, 231-3762). The Business Office staff are the experts on fees. Their advice, as a result, is the most reliable on refunds, payment-plans and tuition fees. If you have a problem at the Business Office you can ask to speak to Sam McAdam.

Graduates



Graduate Students

There are about 1760 full and part-time graduate students at Carleton. Their conditions of study are governed by the *Graduate Calendar 1981-82*. This is where to start in checking out rules and regulations. If your problems become complicated or if the rules seem unclear, phone or visit the Faculty of Graduate Studies (Room 215 Paterson Hall, 231-4403). The Dean is Professor S.F. Wise. Graduate students (and those in fourth year Honours) are entitled to a 4 week loan period from the library. Make sure you receive a specially marked borrower label for your ID card at the circulation desk. The library is computerized but the machinery is not hooked up with your academic records in any way. To avoid fines later, bring your registration contract to the library when you get your sticker and specify that you want the extra borrowing weeks. As a graduate student, you may also ask for a letter of introduction at the Circulation Desk which will entitle you to borrowing privileges at the University of Ottawa.

Graduate Studies operates a special emergency bursary fund. The fund is extremely limited, but if you are badly strapped financially, they may be able to help. There is also a small loan fund run by the Graduate Students' Association (Room 511A Unicentre, 231-4347 or 231-4380) and an emergency loan fund in the Awards Office (231-3735).

Finally, graduate students who are here on student visas should be aware that the "grandparent clause", which may have protected some of you from paying the full foreign student fee in the past, has expired. You will probably (unless you fall into some very special categories) be faced with the full differential fee in September.

Graduate Students' Association

Carleton's graduate students are members of the Graduate Students' Association, (Room 511A Unicentre, 231-4347). The GSA is active on several levels: within the university, within provincial and national student federations (Ontario Graduate Association, Canadian Federation of Students). GSA seeks to initiate activities within the graduate community and at the departmental level.

The Executive of the GSA is elected in April and takes office in September. Departmental representatives are elected by the individual departments in September. All departments are entitled to representation. Those departments having over 25 full-time graduate students may have two representatives.

The GSA also runs Mike's Place, a graduate student lounge, located in the Unicentre. In addition, an annual graduate student bash is held, usually in the second term. (*Submitted by the Graduate Students' Association.*)

Health



Birth Control

There is probably nothing as difficult to talk about as human sexuality although there are few areas in life where information and understanding are as important. Two sources of information on birth control and sexuality are: Health Services, 6th Floor Unicentre, 231-2755, and Peer Counselling Centre, Room 503 Unicentre, 231-7476.

By and large, both provide a supportive and non-judgmental atmosphere. Don't hesitate, however, to ask to speak to someone else if you are uncomfortable or to get clarification on any question. You have both the right and the obligation to be informed.

While birth planning is a part of responsible adult life, no one method is suitable for everyone. Consider the methods available, your own preferences and perhaps those of your partner and make a decision on what is best for you.

- **Birth Control Pills** are made of synthetic hormones (estrogen and progesterone) which inhibit ovulation. They are taken daily in 21 or 28 day cycles. You must have a complete doctor's examination since a family history of diabetes or a personal history of asthma, epilepsy, jaundice, blood clotting or severe depression may mean the pill is inappropriate for you. Stay in touch with your doctor about any side-effects. Switching to another brand may help. In any case, don't write off a problem as unimportant until you check it out.

- **IUD (Intrauterine Device)** is a small object inserted in the uterus where it creates a "hostile environment" which prevents pregnancy. There are two types: physical (plastic or stainless steel) and chemical (copper or progesterone). Chemical IUDs may require annual replacement. An IUD must be inserted by a doctor. Some initial pain (cramping) is common. If you experience extreme pain, however, go to

your doctor or to a clinic or hospital immediately. IUD's have strings attached (literally, not figuratively). You should check the string monthly to make sure the IUD is in place.

- **Condoms and Spermicidal Foam** may be used separately, but their effectiveness is vastly increased when used together. Both can be purchased without prescription in any drug store. The condom is a rubber sheath unrolled over the erect penis before intercourse leaving a half inch space at the end. The idea is to make sure no seminal fluid escapes into or around the vagina. Never use vasoline or petroleum jelly with a condom as it destroys the rubber and never try to re-use a condom or to use one that has any appearance of damage or tearing. Spermicidal foam may be applied up to one hour before intercourse. When you buy foam for the first time, make sure an applicator is included.

- **Diaphragm and Spermicidal Jelly** are always used together. The diaphragm is a flexible rubber-covered spring inserted inside the vagina before intercourse. Diaphragms come in various sizes. A doctor's prescription is needed.

- **Basal Thermal Method** involves extensive charting of body temperature and some days of abstinence each month. Serena (55 Parkdale 749-6713) is a local organization devoted to this method. The decision is yours, but the method does involve serious rates of risk for young women with irregular menstrual cycles or for couples lacking sufficient commitment.

- **Effectiveness Rates** are double-edged. The following list provides the theoretical number of pregnancies per 100 women during the first year of use and in the brackets following, the average number during actual use. Draw your own conclusions.

Birth Control Pill	0.34 (4–10 average)
IUD	1 to 3.0 (5 average)
Condom & Foam	1.0 (or less) (5 average)
Diaphragm & Jelly	3.0 (17 average)
Condom alone	3.0 (10 average)
Foam alone	3.0 (22 average)
Coitus Interruptus	9.0 (20–25 average)
Basal Thermal	13.0 (15 average)

▪ **Coitus Interruptus** or withdrawal of the penis before ejaculation is one birth control method not recommended. It is possible for sufficient seminal fluid to escape to cause pregnancy. It is probably better than nothing. However, nothing is not the only other option as there are any number of ways to express affection through physical contact and to give and receive pleasure other than intercourse itself.

▪ **Sources** of this article include *Contraceptive Technology* (9th Edition) and *Our Bodies, Ourselves*. At the Peer Counselling Centre, you may take a look at these and other material.

Health Insurance

The Ontario Health Insurance Plan (OHIP) is the basic health insurance available to Ontario residents.

Applications for non-group enrolment may be picked up at Health Services, 6th Floor Unicentre. If you are turning 21 this year, you must apply for your own OHIP number. If you apply at least 30 days before your birthday, you should have continuous coverage. However, if you apply during the month of your birthday, you may have a 3 month wait.

International students who apply for OHIP within the first three months after their arrival will receive coverage effective the first month after application. When applying after 3 months, there will be a 3 month waiting period.

If you are over 21 and have been a resident of Ontario for the past 12 months and your finances are limited, you may be eligible for premium assistance. International students may also be eligible. Fill out an application as early as you can. If your yearly income is below the taxable level, you will be eligible. Applications and more information can be obtained from:

Health Services
6th Floor, University Centre
231-2755
or
Ontario Health Insurance Plan
75 Albert Street
237-9100

OHIP premiums are paid quarterly: \$69 single and \$138 per family as of October 1, 1981. Nearly 20% of Ontario doctors will charge you more than OHIP rates, so shop around or use Health Services or a community clinic. Your elected Minister of Health is Dennis Timbrell (10th Floor Hepburn Block, 80 Grosvenor Street, Toronto).

Health Services

Health Services (Sixth Floor Unicentre, 231-2755) provides comprehensive medical care for the university community, including students who live off campus as well as those in Residence. The goal of Health Services is to ensure that you benefit totally from your experience at Carleton.

Please drop by if you need medical care and/or information. It is important to seek help promptly whenever you have physical or emotional health problems. Waiting to see if it will go away often leads to unnecessarily missed classes, trouble in concentrating on school work, or a worsening of problems which could otherwise have been resolved.

Although it is useful to phone ahead for an appointment, it is almost always possible to walk into the Health Services clinic and get help at once. Confidentiality is strictly observed. No information is released unless requested by the person concerned.

Health Services is open from 9:00 a.m. to 5:00 p.m. every weekday. Physicians and nurses are available to advise you about and treat almost every medical requirement. The services available include treatment of illness, preventive health counselling, birth control, counselling and referral for abortions or care in pregnancy, diagnosis and treatment of venereal disease, allergy shots, immunization and referral to specialists as needed. The clinic atmosphere is usually supportive. You can find a "shoulder to cry on" and a sympathetic voice.

If at any time you want to talk to someone about personal difficulties, a staff of competent psychiatrists is available for consultation and treatment. The general number is 231-7488. For appointments, call 231-2755.

Finally, from September 1 to April 30, After Hours Health Care Services (Room 226, Glengarry House, 231-3844) are available if you are ill. A nurse is in attendance from 5:00 p.m. to 9:00 a.m. Monday to Friday and 24 hours a day on weekends. Doctors are on call for any student who needs immediate medical help. Beds are available for people who need observation for a few hours or overnight.

The After Hours Health Services is located in Residence but it is operated for all Carleton students. Please feel free to use it. (*Submitted by Health Services.*)

Nutrition

The first man who said "you are what you eat" was a German philosopher. He had a good point. Good nutrition is a sound investment both directly (eating well can reduce your food costs) and indirectly (you might suffer fewer illnesses). The Peer Counselling Centre (Room 503 Unicentre, 231-7476) has piles of pamphlets and other information to give away on the topic of nutrition. They can also provide referrals. Health Services (6th Floor Unicentre, 231-2755) can also provide advice and assistance.

Faced with the thousands of items in your local supermarket, it can be pretty hard to sort out what's good to eat from what is not:

- Avoid over-processed foods like fruit drinks or crystals (stick to 100% orange juice); pre-basted turkeys (you pay a lot extra for injections of oil, water and salt); highly processed breakfast cereals or other foods (like canned fruit) with extra sugar added.
- Cut down on so-called “convenience foods” (often they’re not all that convenient anyway) and read labels carefully. Avoid products that sound as if they come fresh from the laboratory with a long list of food additives, artificial flavourings and artificial colours.
- Use fresh vegetables rather than frozen or canned substitutes. When you cook your vegetables do so with as little water as possible and try to use the water left over in soup or gravy or to cook rice.
- Buy brown rice (or converted rice) instead of white; brown bread instead of “enriched” white bread (but make sure it really is 100% whole-wheat). Other healthy foods are beans (high in protein and very cheap), skim milk powder (if you don’t like the taste, use it for cooking), and, yes, that old stand-by liver. Invest in a few good vegetarian cook-books like *Diet for a Small Planet* or *Recipes for a Small Planet* to help you use your new health foods in ways as good or better than your old recipe for not-so-cheap-anymore hamburger. (It takes about 8 pounds of good vegetable protein to produce one pound of meat.)
- Try to cut down on foods with lots of fat, starch, sugar or salt; concentrate on vitamins and proteins instead.

Avoid paying more for things like “natural” granola in a fancy package when you can make your own. Try a health food store which sells nuts and grains in bulk at reasonable prices. Be wary of the costs of “natural” vitamins (synthetic ones are just as healthy) or fancy-priced “organic” fruits and vegetables. Remember that honey and molasses are just as fattening as sugar and that no food will “cure” you.

Pregnancy and/or Abortion

The best alternative to an unwanted pregnancy is birth control. Birth control methods can fail however, and almost everyone can act thoughtlessly. In either case, pregnancy may result.

The most important thing to do if you suspect you may be pregnant is to make sure by seeing a doctor. S/he can arrange for you to submit a urine sample to a reputable lab two weeks after a missed period or 40 days after your last period. Other options, such as dropping into a pharmacy or do-it-yourself kits, are less reliable and no cheaper. Pregnancy tests can be done at Health Services.

There are many reasons why you may have missed a period. Stress, a change of climate or location and the effects of birth control pills are some possibilities. It is also possible for lab tests to misdiagnose pregnancy and provide false positives or negatives. Stay in touch with your doctor. Before you make a final decision, have a thorough internal examination.

There are various courses of action open to you if you are pregnant. You can carry the pregnancy to term and keep the

child; you can carry the pregnancy to term and put the child up for adoption; or you can end the pregnancy by therapeutic abortion. Any decision will require thought and planning. In particular, abortion becomes dangerous and difficult after the first three months and unlikely after the sixth month.

The law in Canada permits therapeutic abortion for mental, as well as physical, health reasons. Not all hospitals have boards (necessary to authorize each abortion) and not all doctors are willing to perform or encourage the exercise of this option.

What is most important is to gather information as quickly as possible. Health Services (6th Floor Unicentre, 231-2755) and the Peer Counselling Centre (Room 503 Unicentre, 231-7476) are useful places to start. Whatever agency or information source you use, make sure you are making up your own mind. Don’t hesitate to say you prefer not to be pressured in one direction. Don’t hesitate to seek advice from more than one source. If you are considering abortion, you must act fairly quickly. Make sure, then, that the doctor you are seeing is willing and able to assist you. If not, see someone else. Remember, however, that getting the facts on all the options does not in itself commit you to a choice: it allows you to make an informed decision.

A useful off-campus agency which can be contacted is ARCAL (Association for the Review of the Canadian Abortion Laws). ARCAL’s phone number is 225-0929. The Centretown Community Health Centre (100 Argyle Avenue, 233-9358) also provides help. Assistance and referral at either agency is available no matter which option you choose.

Although private abortion referral agencies exist, it is probably not a good idea to turn to them first. The cost (you will be sent directly to a U.S. clinic) may be high and it is hard to know how reputable some agencies may be. Even more crucial, do not attempt to incite an abortion on your own or with the help of anyone who is not a qualified physician. The results may be tragic.

The Peer Counselling Centre and Health Services will be happy to assist you in contacting organizations like Canadian Mothercraft and the Childbirth Education Association which can be helpful if you decide to carry your pregnancy to term. (See “Peer Counselling Centre” and “Health Services”.)

Rape Crisis Centre

The Rape Crisis Centre (at 238-6666) provides a 24-hour emergency telephone line, as well as person-to-person support, accompaniment through medical and legal procedures if desired, and in-depth individual, family and group counselling.

Venereal Disease

These days the experts like to talk about “sexually transmitted diseases”. It sounds less intimidating. While gonorrhea and syphilis are common, other infections can also be transmitted sexually.

For detailed information, contact Health Services (6th

Floor Unicentre, 231-2755) or the Venereal Disease Treatment Clinic, 250 Somerset Street East, 234-0747. At either location, pick up copies of various booklets including *The V.D. Handbook* free of charge.

There are really three major points to understand. Firstly, even nice people get VD. There is nothing to be ashamed about. Secondly, make sure to get regular check-ups even if your sexual activity is limited to one partner. Some forms of VD, for example primary syphilis in women, may have no visible effect in the early (easily curable) stages. Finally, if you are diagnosed as having a sexually transmitted disease, it is your responsibility to inform (or to have a medical agency inform) all those you may have infected. If they know, they too can be treated and cured.

- **Gonorrhea** is transmitted by vaginal or oral-genital intercourse. For 80 per cent of women, the symptoms are non-existent; the rest may have a green or yellow-green vaginal discharge. Men who have intercourse with an infected partner, will find a white or yellow creamy discharge seeping from the opening of the penis 3 to 5 days after intercourse. An untreated infection can lead to sterility for men or women. Prescribed treatment is a penicillin injection or oral antibiotics.

- **Syphilis** is usually but not invariably transmitted through vaginal or oral-genital intercourse. A condom is some protection against gonorrhea but not syphilis. Many women are unaware they have been infected since the first symptom, a sore on the cervix or the inner vaginal walls, is often not visible. A sore may also appear on lips, tongue, tonsils or even on minor scratches or bites. For men, the sore usually appears on the glans (head) of the penis or in the groove between the glans and the rest of the penis. It may also appear elsewhere on the penis or scrotum. Without treatment, these sores will usually heal by themselves in 1 to 5 weeks. However the disease continues to develop and can be transmitted to a sexual partner at any stage.

- **Secondary syphilis** will develop when initial symptoms are not treated. About 6 weeks after the appearance of the primary sore, or chancre, a generalized but painless skin rash appears. In some cases, lymph glands in arm and neck become rubbery and enlarged but not painful. In about 25 per cent of cases, there is a general feeling of ill health (e.g. low fever, constipation, headaches, muscle pains). The symptoms of secondary syphilis also disappear (usually in 2 to 6 weeks) even without treatment.

- **Latent syphilis** then develops in about two-thirds of untreated cases. There are no further symptoms but the disease remains communicable.

- **Late syphilis**, however, can appear 10 to 40 years after infection. It can damage the heart, major blood vessels, spinal cord and brain. It can lead to an early and needless death.

- **Treatment** for syphilis is penicillin injection or oral antibiotics. It is simple and easy. Most sexually transmitted diseases can be cured. A few (like herpes genitalis) have no simple cure but treatment should be sought and a woman with

herpes should inform her doctor during pregnancy and have annual pap tests.

Do not allow yourself to avoid treatment, in any case, out of guilt or embarrassment. A health clinic or a doctor will respect your privacy. In avoiding regular check-ups, you can only harm your health and the health of others.

Housing



Apartment Hunting

For the legal side of your responsibilities and obligations once you move in to an apartment, see “Landlord and Tenant Relations”. What follows, here, are some hints on what to watch out for to protect yourself from potential problems.

First and foremost, realize that the condition of the place you pick is unlikely to change.

Chances are, despite the charming sales pitch of a landlord or agent, that an apartment full of bad smells, peeling paint, loose wiring and broken windows will stay that way. You might spend the rest of the year trying to enforce your rights as a tenant instead of doing more pleasant or productive things.

The debatable merits of high rise versus low rise or single versus shared accommodation, and the best locations in Ottawa, are a matter of taste.

Advice from friends and newspaper ads are two popular means of finding accommodation. Ottawa has two major dailies *Le Droit* and *The Citizen*. Listings in the Housing Office (2nd floor, Residence Commons Building) and notice boards around Carleton and Ottawa University may also be helpful. If you use a rental agency, make sure you know exactly what services you will be getting for the money you pay.

However you find your place, it is crucial to inspect the premises carefully before you make a decision. Here is a list of some things to watch out for when making up your mind.

- Find out who pays for utilities. If you will be paying for the fuel (especially in a large house you plan to share with other students), get an estimate of fuel costs. Do not simply take the landlord's word for this: if s/he does not pay for the fuel, s/

he probably does not know or care about the cost. Find out, if possible, from previous tenants and from the fuel company. (Fuel prices vary, by the way, so phone around before you sign a fuel contract and negotiate for the lowest price.)

- If you pay for heating, storm windows are essential. Look for actual windows; do not settle for a verbal promise. Extra insulation is a bonus but hard to find in rental housing. Remember to calculate a \$600 annual fuel bill, for example, as a real increase in your rental costs. (It is not, however, calculable in claiming your Ontario income tax rebate based on occupancy costs.)
- Find out if parking is included in the rent. If not, find out how much it costs, where it is and who is responsible for snow removal.
- Look for a control for adjusting the temperature. If it is not within your unit, or if it is locked, you may find the Ottawa winter a little chilly.
- Check the water pressure, hot water and presence (or absence) of a shower.
- Inspect the refrigerator and stove. Be sure the freezer freezes and the burners and oven operate. Find out if the landlord is renting an “equipped unit” or if these are just abandoned relics of past tenants. If the landlord accepts responsibility for the appliances, get it in writing.
- Find out if there is enough storage space and, if you own any large cumbersome objects, measure the doors to see if your grandfather's roll-top desk, for example, will fit.
- Check for cockroaches, mice and other vermin and dirt and noise.
- Ask other tenants, if possible, about the willingness of the landlord to make repairs. A good landlord is a real benefit.

Of course, no unit will be perfect. If money is your major concern, you may be happy to settle for no shower, no parking and a bad paint job. What is important is that you know clearly what your home will be like.

If your landlord agrees to make repairs, provide parking, pay for utilities, help you to paint the place or whatever, get it in writing. Do not accept his/her vague promise. Do not assume s/he will do what you want unasked. Write it down and have both parties sign. This can take the form of a lease, an "addendum" to a lease or a separate agreement. If your landlord resists written agreements, take along an acquaintance and make sure s/he heard what you heard. Most problems with verbal assurances lie in misunderstanding and in one's inability to prove what was said.

Remember that a lease is binding on both parties. While you can negotiate its content, you cannot change your mind about it afterwards without getting into the problems of subletting, termination and so on. Agreements to a lease are also binding. This works both ways. Think how you would feel if the landlord changed his/her mind the day before you moved. A written agreement to lease sometimes binds the tenant but not the landlord, so read it carefully.

Finally, if you think you may be leaving Ottawa for the summer (to work, go home, or study elsewhere), you might want to ask your landlord how s/he feels about this. Since the landlord, by law, cannot "unreasonably refuse" you the right to sublet, you may prefer not to mention this at the outset. (Most landlords prefer tenants who will stay for a while.)

On the other hand, Ottawa has a high vacancy rate for a city of its size. This is good news if you are apartment hunting in September, but bad news if you are trying to sublet in May. A "perfect" apartment in the fashionable Glebe should be no problem to sublet, but (especially if your apartment is not very well located or maintained) it helps to start looking for subtenants as early as you can. (See also "Landlord and Tenant Relations" and "Rent Review.")

Housing Office

To assist those students who are unable or who do not wish to obtain on-campus accommodation, the Housing and Food Services Department maintains a service where interested landlords can list available accommodation. These listings are posted in the area of the Housing and Food Services Department office and are accessible 24 hours a day.

It is essential to remember that the service cannot provide a print-out listing of available accommodation. Information can only be obtained from the Listing Board. The service does not include the inspection of the listed accommodation. It is the responsibility of the individual to view the accommodation and to come to his/her arrangements with the landlord. During normal office hours, staff of the department are available to offer advice and information about off-campus accommodation.

▪ **Summer Housing** If you have never been to Carleton, and feel that you want to get to know your future surroundings before the start of the academic year, it may be possible

to obtain overnight accommodation in the residence at reasonable rates during the summer. The best time to obtain such accommodation is between July 1 and August 15. Reservations are strongly recommended. Contact the Conference Manager in care of the Housing and Food Services Department, Carleton University, Room 223-225, Commons Building, 1233 Colonel By Drive, Ottawa, Ontario, K1S 6B7 (231-5510). (*Submitted by Housing and Food Services.*)

▪ **Crash Pad** If you have not secured accommodation when you arrive in Ottawa before the start of classes, you may wish to take advantage of the hostel-like service available through Housing and the Students' Association. Mattresses, etc. are placed in the Residence Commons and you may stay for an evening or two for a very nominal fee. Phone the Students' Association (231-4380) for more information.

Landlord and Tenant Relations

Some of your rights and obligations as a tenant arise from municipal by-laws, health and safety regulations and the Human Rights Act. The bulk, however, is defined by the old Landlord and Tenant Act (Part IV, Residential Tenancies) and, for rent review, by the proclaimed parts of the Residential Tenancies Act. If you have a specific landlord and tenant problem, call or visit the Office of the Ombudsman (Room 511 Unicentre, 231-6717). Although we are not lawyers, we will be glad to help. Should legislation have changed, we will be able to tell you what new rules apply. The new act, for example, would cover many people now classified as "roomers" (but not Residence students). So stay in touch.

The following list, of what your landlord must and what s/he cannot do, applies whether or not you have a lease. However, you must be a tenant. If you are not renting a self-enclosed unit with private bathroom and kitchen, you may not be covered by the protective legislation.

The landlord must:

- provide premises in a good state of repair, meeting municipal safety standards and health regulations;
- provide a heating system which maintains a day-time room temperature of 68 degrees F. at 5 feet above floor level and 3 feet from exterior walls;
- repair ordinary "wear and tear" breakdowns;
- give 60 days notice to terminate a tenancy even if you do not have a lease (see below);
- give 90 days written notice to raise rents and, in any case, may raise rents only once a year per unit and accept a decision of the Tenancy Commission if the amount of the increase is in dispute;
- provide a supply of vital services (heat, water, electricity) whether or not you are facing eviction;
- permit political party workers or candidates access to tenants.

The landlord cannot:

- enter your apartment without giving 24 hours notice except in an emergency;
- lock you out of your unit;

- evict you without a court order;
- seize any of your belongings (e.g. to cover back rent);
- collect a security deposit to be held against possible damage (a deposit of the last month's rent is acceptable but 6 per cent interest is due);
- unreasonably refuse you the right to sublet;
- deny accommodation on the basis of race, creed, colour, religion or other grounds proscribed by the Human Rights Act (but your being a student is not covered);
- try to evict you because you are seeking to enforce your rights under the Landlord and Tenant Act.

The following are some other points of common interest to students. Remember, this is only a rough outline. For a specific problem, make sure to consult a source of legal aid.

▪ **Roomers and boarders** are not explicitly covered under the Landlord and Tenant Act. If you live in a rooming house, boarding house, or university Residence, you probably have none of the rights (or obligations) of a tenant.

In some cases, it may not be clear whether you are a tenant or not, so seek expert advice before you make a decision.

▪ **Shared accommodation** can create some problems since it is not clear, if there is not a lease, who the tenants are. On the other hand, any special agreement you make with the lease-signer(s) or tenant(s) is probably binding. For example, you can agree to give each other 60 days notice of departure instead of the 30 days applicable to a roomer who pays by the month. You could also agree that no one can leave for 8 months or a year without finding a suitable replacement. Of course, one problem with such a verbal agreement might be proving it was ever made.

▪ **Agreements to lease** are binding contracts. Some landlords (especially realty companies) have forms which bind the tenant but not the landlord. Make sure you know what you are signing.

▪ **Leases**, like other contracts, are never all-or-nothing propositions. Read your lease carefully. Treat objectionable items as negotiable. Any special agreements (e.g. repairs to be done, provision of parking) should be put in writing and signed along with the lease. There is no single "standard" lease in Ontario. If you wonder about the fairness of your's, have someone with legal training look at the lease before you sign. (Try Ottawa U. Legal Aid or the Office of the Ombudsman.) It may be useful to keep (and have the landlord sign) a list of the condition of the unit and appliances.

▪ **Termination** of your tenancy is possible if you give 60 days written notice on a month-to-month tenancy (without a lease). Count the 60 days from the day rent is due. Since your landlord cannot "unreasonably refuse" you the right to sublet, you should be all right if you can find new people to take over for you in a period shorter than 60 days. If you have a lease which you do not want to renew, 60 days notice is required. The same period of notice is required from the landlord at the end of a tenancy. However, if you are unwilling to depart, you need not leave. The landlord must then proceed to court after sending you an official termination notice. There is a finite list

of reasons which the court will accept. This includes undue damage (by you or your friends), non-payment of rent, consistent late payment of rent, disturbance of other tenants, over-crowding, carrying on an illegal business, or the wish of the landlord to use the unit her/himself (or for close relatives.) In any of these situations, of course, you have the right to try to disprove the landlord's claim.

In the case of renovations or demolition, your landlord must offer 120 days notice (about 4 months). You, in turn, can terminate before the time is up by giving only 10 days notice to the landlord. (You should do so in writing and pay your rent up to that date.) You can hold out for a court hearing where the landlord must prove that s/he actually plans major renovations, conversion, etc.

▪ **Eviction** basically involves a termination before your tenancy period is over. If you refuse to leave, the landlord must serve you with an official notice (giving reasons) and take you before a county court judge in chambers. Again, you have the right to respond, to "counterclaim", to attend and be represented. Despite rumours to the contrary, a landlord may ask for a writ of possession (eviction order) even in the dead of winter. However his/her reasons must be acceptable. If you have a lease, the reasons may include the breaking of one of its terms but the decision is up to the court. Usually, it must be a fairly major breach of the agreement which is involved.

▪ **Subletting** should not be confused with termination of a lease. Unless your landlord agrees voluntarily to sign a new lease with the subtenants (making them tenants, in fact), subletting leaves you as a middle person responsible for every obligation under the original lease. Your landlord may refuse to sign a new lease with new people. However, s/he cannot "unreasonably refuse" you the right to sublet. In practice, a sublet fee of \$50 is common; the Act allows the landlord to charge a "reasonable" fee.

If you find yourself with subtenants, make sure to get a written agreement from them. Check their references thoroughly and, if possible, get their first and last months' rent on deposit. Also remember to change the hydro, phone and other bills so that they won't be in your name while you are away.

You can choose to sublet for a given period (i.e. if you want to return to the unit in September) or to "assign" the lease until its termination.

▪ **Enforcing your rights** as a tenant can be difficult. If you have a specific problem, discuss it with an expert. If you suspect you are headed for court, visit Ottawa University Student Legal Aid (231-5855). The law students can represent all low-income people (most students would qualify) in court over a landlord tenant dispute.

Legal action, of course, is a last step even with free representation from Student Legal Aid. You should first check out all the facts. Then talk it over with your landlord. Tactful persuasion is always the best way to reach an agreement. (If it succeeds, it is fast, free and least unpleasant). If the dispute persists, put your claim in writing and send the letter by registered mail. Give your landlord a set period (e.g. two weeks) to respond.

If repairs are a problem, call City Hall (Property Standards Branch, 563-3232), the Health Inspector (226-1152) and/or the Fire Prevention Bureau (233-9386). They will certainly inspect the premises. They may be slow to act, unless the problem is very severe, such as no water supply or no heat in January, but eventually the landlord will be forced to comply.

While legal action may be a last step, do not avoid it especially where the remedy you seek is, for example, termination of a lease or an injunction against the landlord for major repairs. It can often be quick and efficient. Do get advice and representation however, especially since for most students, it is available free of charge.

▪ **Self-help remedies** like with-holding rent or moving out, can be risky. In the latter case, you might find yourself owing a good deal of money. Despite an obligation to make an honest effort to rent the unit to someone else, the landlord is basically entitled to his/her end of your bargain. S/he will probably try to sue you in Small Claims Court for lost rent (while the unit was vacant). Again, get advice to protect yourself as much as you can. (See also "Apartment Hunting" and "Rent Review".)

Rent Review

The rent review portion, and the creation of a Residential Tenancy Commission, are the only parts of the new Residential Tenancies Act which have been proclaimed at the time of writing.

Meanwhile, the new Tenancy Commission (265 Carling Avenue, near Bronson, 566-3747) is exercising what are basically the powers of the old Rent Review Board.

You are entitled to 90 days notice in writing of a rent increase. You may appeal any increase over 6 per cent to the commission. You are entitled to a hearing from the commission. Your landlord may only increase the rent for your unit once in a calendar year no matter how many tenants have moved in or out.

Do not hesitate to exercise your rights as a tenant. If a hearing is involved, do seek advice first. (See "Legal Aid".) For more detailed information, call the Residential Tenancy Commission or the Office of the Ombudsman (231-6717). (See also "Landlord and Tenant Relations" and "Apartment Hunting".)

Residence

The on-campus housing programme at Carleton provides accommodation for 1,330 students in a distinctive setting. Because accommodation is located on campus, residence students are close to all the other facilities of the university. The residence cafeteria dining service, which provides lunch and dinner and which is compulsory for all residents, eliminates food concerns.

Life in the residence community provides a base for social interaction through contacts students make through room-mates and those who live close by. In addition, the

programmes and services offered by the Rideau River Residence Association serve to heighten student participation in activities which can be socially and educationally beneficial.

For more information about residence, visit or phone the Housing Office (Residence Commons Building, 231-6395). The Housing Office staff can also tell you about the possibility of short or long-term accommodation in residence during the summer months should you want to visit Carleton or Ottawa. (*Submitted by Housing and Food Services.*)

Residence Association

The Rideau River Residence Association is the representative association of the Carleton students living in residence. The Residence Association provides representation on committees, support services, entertainment, activities, programmes and other services for its members. Most of these activities are open to off-campus students as well and are a good means of meeting new people at Carleton.

The association is operated for and by students. You are invited to drop by, find out what is going on, and get involved. If you have any suggestions or ideas about future activities, visit the office, located in the Commons Building behind the Service Desk. The phone number is 231-3806.

Residence Ombudsperson

The role of the Residence Ombudsperson is to investigate complaints and seek resolutions to problems brought to his/her attention. The Residence Ombudsperson deals with residence issues, ranging from room-mate problems to community standards. Feel free to discuss your residence problems with Geoffrey Mitchinson, Residence Ombudsperson, Room 1110, Glengarry.

Legal Information and Assistance



Arrest and Bail

Despite all those American television shows we watch, the police in Canada have no obligation to “read us our rights” when we are stopped, questioned or arrested. It is up to us to know what our rights are.

It makes sense to be polite and reasonably co-operative in dealing with the police. Common sense (as well as some recent case law) suggests that we have an obligation to identify ourselves by name and address. The police have a strict responsibility to identify themselves by name (if requested) and to carry their badges as proof.

If an officer invites you to the station for “further investigation”, you should ask if you are under arrest. If not, you have no obligation to go. Again, use common sense. If you have witnessed or been involved in a crime, your statement will be needed. On the other hand, it is your right to postpone making any statement at least until you have legal advice.

A police officer cannot detain you without reasonable and lawful grounds. A reasonable suspicion that you may be in possession of illicit drugs or weapons constitutes such grounds.

If you are arrested, the arresting officer must specify (if asked) that an arrest is being made and why. Even under arrest, you are not obliged to answer any questions initially except to give your name and address. However, anything you do say can be used as evidence against you. You have the right to legal advice first. After questioning, the police must decide if there is enough evidence to charge you. If not, you must be released. Under the Bail Reform Act, most people who are charged with an offence can be released immediately. However, you should contact a lawyer as soon as possible even if your offence is not very serious or you have no previous record. In general, be pleasant but do not make a

statement or admission until you have some legal help. Do not make a deal or sign a statement to save time or trouble. Let your lawyer advise you. (See also “Legal Aid”.)

Legal Aid

Never hesitate to ask for legal assistance even if you are not sure if you really need it. In serious situations, low income people can usually get free legal representation. Here is a list of local sources of help. Use them.

- **The Ontario Legal Aid Plan** is provided by a provincial statute under which a low income person can obtain a “certificate” accepted in lieu of payment by participating lawyers. Most full-time students would qualify; others may receive at least partial help, if, on assessment, it is determined that you can afford to pay part of the costs. Apply through the Ontario Legal Aid Area Office (126 York Street, 238-7931) or through a lawyer of your own choice or Duty Counsel present in court.

Legal Aid also operates clinics where lawyers are available for consultation free of charge. Phone for the times and locations around Ottawa.

- **Student Legal Aid** at the University of Ottawa, also operates under the Legal Aid Act. The clinic, staffed by second and third year law student volunteers, gives advice and handles, for example, civil actions where the claim is below \$1,000, traffic court cases, landlord and tenant problems and the like. Phone or visit them at 105 Copernicus (231-5855).

- **Community Legal Services** is a local community-based source of legal aid for low income people. It is staffed by a lawyer and several para-legal workers. The service has specific priorities (e.g. criminal, landlord and employment problems) and cannot help in all cases. Phone or visit 1 Daly Street (238-7008).

- **Québec Legal Aid**, if you have a legal problem in that province, provides legal help in English as well as French. You have the choice of a certificate or a staff lawyer and the assistance covers many problems which Ontario Legal Aid considers too “minor”. Call or visit Community Legal Aid Centre of Outaouais (155 Rue Principale, Hull, 771-7352).
- **The Lawyer Referral Service** run by the Law Society of Upper Canada, can give you the name of a lawyer with whom you may consult for about half an hour for a nominal charge of \$10. Definitely check out the other services first if you have no money and/or an emergency on your hands. For information, call 1-800-268-8326.
- **The Office of the Ombudsman** is a source of legal help on campus. Para-legal consultants and referrals for certain serious legal situations are provided. If you are not sure where to go, try us first at Room 511 Unicentre (231-6717).

Notaries

A notary may be any member of the bar qualified to practice in Ontario. One way to get a document notarized is to contact the Law Department at Carleton (Room D586 Loeb Building, 231-7540) where someone is likely to help you, but may charge you a few dollars. An alternative is to attend one of the Legal Aid clinics in Ottawa where a lawyer will notarize a document for you, free of charge. Call Legal Aid at 238-7931 for clinic times and places.

Quite often (for example, in an insurance claim) all you need to do is make a statutory declaration before a Commissioner of Oaths. In such cases, call the Office of the Ombudsman (231-6717) and we can arrange for your document to be signed, usually free of charge.

Office of the Ombudsman

The Office of the Ombudsman deals with complaints, grievances or questions concerning the university or the outside community.

The scope of the office includes problems with the university, such as grade appeals, fees, graduation, etc., and extends to external problems such as UIC claims, landlord and tenant disputes, and immigration problems.

The staff can provide an objective and independent review of the facts and, if need be, will act as a third party representative on your behalf. Often students or staff are not sure of how to get certain information and our office can act as a referral service.

Whether it be for information or for someone to appeal on your behalf, feel free to contact the office. The Ombudsman is Jim Kennelly. The Assistant Ombudsperson is Donna Reingold. The office is located in Room 511 of the Unicentre (231-6717). If you call during the day, an evening appointment can be arranged.

Incidentally, we are the editors of this book.

Small Claims Court

Small claims court provides an arena for individuals to take civil actions (with jurisdiction up to \$1,000) in what was intended to be an informal, humane and relaxed atmosphere. You can present a case yourself or be represented by an “agent” (e.g. Ottawa U Student Legal Aid or a friend) instead of a lawyer.

Unfortunately, it is the professionals (e.g. collection agencies) who seem to benefit most from small claims court procedures.

Don’t be intimidated from using the law but definitely get para-legal assistance first. Most defendants attend unrepresented or unprepared – and many lose. Student Legal Aid at Ottawa University (231-5855) will be happy to help free of charge. If you choose to represent yourself, make sure you’re prepared. There is a small claims court book in the library as well as other material. Finally, if you are uncertain of what to do or where to start, drop by the Office of the Ombudsman (231-6717). Small Claims Court No. 7 can be reached at 56 Sparks Street, 232-5408. (See also “Legal Aid”.)

Services on Campus



Athletics

Carleton's Athletic and Physical Recreation Department offers a diverse programme of physical recreation. The policies and programmes, including the budget, are set by the Athletics Board composed of students, faculty and staff members.

- **Facilities** offered in the Physical Recreation Centre include the following: 50 metre swimming pool; Fitness Centre; Testing Rooms; Physiotherapy Room; Sports Medicine Clinic; Men's and Women's Locker Rooms (including sauna, whirlpool bath and sunroom); Double Gymnasium; Four American Squash Courts and nine International Squash Courts; Five Tennis Courts; Combative Room; Multipurpose Room; Outdoor Team Rooms, and a Restaurant called the Fit Stop.

- **Hours of Operation** for the Centre are 7:15 a.m. to 11:00 p.m. on Monday, Wednesday and Friday and 8:00 a.m. to 11:00 p.m. on Tuesday, Thursday, Saturday and Sunday. There are slightly restricted hours for use of some areas such as the pool.

- **Varsity Activities** include basketball, fencing, football, waterpolo, soccer, and cross-country skiing for men and basketball, fencing, volleyball, cross-country skiing and synchronized swimming for women.

- **Intramural Sports** for women include basketball, broomball, badminton, hockey, powderpuff football, volleyball, tennis, squash and swimming. For men, there is basketball, broomball, cross-country skiing, touch football, curling, hockey, squash, volleyball and tennis. There are also a number of mixed intramural activities.

- **Instructional Programming** encompasses a wide range of activities such as karate, jiu-jitsu, yoga, tennis, squash, fitness, several types of dance and all levels of swimming.

- **Freelance Recreation** is available for people to take part, on their own, in activities such as squash, tennis, pick-up basketball, fitness and recreational swimming.

For information on any of these programmes, or to show your interest in new ones, contact Athletics at 231-3746 or 231-2646. To book a squash or tennis court call the Tuck Shop at 231-5655. The Students' Association (CUSA) is always interested in hearing from students who want to participate in the Athletics Board or who have suggestions or advice. Call them at 231-4380. *(Submitted by Athletics.)*

Bookstore

Carleton's Bookstore (2nd Floor, Southam Hall, 231-6616) supplies course texts and related materials as well as stationery, records, school rings, T-shirts, crested products, bus tickets and passes.

All books carried in the Bookstore are listed in alphabetical order, by title and author, in computer printed listings found at the Book Information Desk. The computer listings give title, author, publisher, selling price and location in the bookstore. If you can't locate a book, the staff can help.

Keep the sales receipt you receive from the cashier. Return and refund policies are posted at each cash register. Familiarize yourself with them.

A deposit of \$3.00 enables you to order any book not carried as regular stock and a deposit of \$1.00 (non-refundable) allows you to reserve a copy of an out-of-stock text book.

The Carleton Bookstore buys and sells your used books. Check their used buy-back policy. If you find the Bookstore is out of stock or has not received its publisher's shipment of a particular book you need for a course, don't

despair. There are a number of other good bookstores in Ottawa, e.g. the Ottawa U Bookstore, Shirley Leishman's (downtown), Prospero Books (Billings Bridge and downtown) and Octopus Books (Bank Street). Phone and find out if they have what you need.

Second-hand bookstores are also worth a try for older texts at greatly reduced prices. There are three of them on Bank Street between First and Fifth Avenues as well as a number of others scattered around Ottawa. Note, too, that many off-campus bookstores do not charge a deposit on books ordered on your behalf. Second-hand bookstores may be able to search for rare or out-of-print books for you, again usually without a special charge.

Day Care

There is a Day Care Centre on campus with facilities in the Loeb Building and in Renfrew House. The Centre is open 12 months a year. Children are accepted at the age of 6 months and must leave at the end of the month in which they become three. Priority for admission is given to the children of students, staff and faculty members of Carleton. Vacancies after that are opened to the public. The programme is developmental, suited to the individual needs of the children. Staff are trained, or in training, in Early Childhood Education, Mothercraft or equivalent. Parents form the Executive Committee, which is responsible for policy decisions and monitoring of the Centre's finances.

Fees are prepaid on a monthly basis. A subsidy is available from the Regional Municipality for families who qualify. As there is a waiting list for September admission, you should send in your application as early as possible.

For information about the Renfrew House Centre (6 to 24 months) call supervisor, Sandy Thompson, at 231-5521; for the Loeb Centre (24 to 36 months), call the supervisor, Margot Henderson, at 231-6312. *(Submitted by the Day Care Centre.)*

Food Services

There are four à la carte cafeterias on campus: the Loeb Cafeteria, located on the 1st level Loeb Building; the Peppermill, located on the 2nd level Unicentre; the Oasis, located on the 1st level Commons Building; and the newly constructed Fit Stop, located in the Athletics Complex. In addition, the Schnitzel Hut Snack Bar is located near the large vending bank on the 1st level Unicentre. It is open late hours and weekends.

The Residence Commons dining halls are available for single meal service or meal tickets can be purchased at the service desk in the main foyer of the Commons Building. To help off-campus students, the Housing department has a variety of meal plans or "script coupons" (at a discount) which enable participation in food programmes which are similar to those offered to residence students. If you cannot or do not want to cook where you are living, these plans may be a very convenient and economical way to eat.

Housing and Food Services is very interested in any comments, observations, complaints or compliments you have about the quality of service provided at any of our cafeterias on campus. Please feel free to call (231-6395) with any feedback you care to offer.

(Submitted by Housing and Food Services.)

Library

The MacOdrum Library, located on the Quad, is the main University Library. There is a Map Library located in the Loeb Building, Room 299D. The regular undergraduate loan period is two weeks, but if you bring the books to the Return Desk and there are no requests or "holds" for them, you may take them out again for another two weeks. Fourth year honours students, graduate students and faculty members have a four week loan period. Your university ID card is your Library card. When you visit the Library for the first time the people at the Circulation Desk will put a bar-coded label on your card. If you are a graduate student or fourth year honours, be sure to bring your registration contract if your ID does not clearly show your status. The labels indicate whether you have a two or four week borrowing privilege and you should be issued the proper one. If your card is lost, report it to the Library right away. If you don't, you will be liable for the books taken out on that card.

Graduate students in good standing are entitled to library borrowing privileges at other universities in Ontario, and in the province of Quebec. Apply at the Library, Circulation Desk, for a special borrowing card to take to the Library you wish to visit.

Charges for keeping books past their due dates are substantial: 25¢ per day or more. If you return an overdue book without paying the fine you will be billed and have to pay an extra \$2.00 billing charge. Bills must be paid at the Business Office in the Administration Building rather than at the Circulation Desk. Fines for Reserve books are much greater and accumulate hourly.

Because of the costs involved, the charge for losing a book can be quite high. It is just possible that the book may have been re-shelved without being processed by the computer but, if it cannot be found at all, you will be held responsible. If you feel you are being fined or penalized unfairly, discuss the problem with the Head of Circulation. You may also, if necessary, appeal a decision to the Senate Library Committee. (See "Appeals".)

The Library's general service areas – catalogues, information and reference desks, checkout, book return, Audio-Video room and interlibrary loans – are located on the Main level. Other service areas include microforms on level 1, government documents information, special collection, and Carleton archives, on level 5, photocopy service on level 3, Room 309. Computer print-outs, near the Circulation Desk, tell you if a book is out on loan and the day it is due back. "Reserve" print-outs here tell you what materials have been put on short-term loan for your courses. Some can go out for

five days, others overnight, and some are restricted to use inside the Library.

On the main level of the Library you will find leaflets and other instructions on how to use the Library and its special resources. Each term, tours and special sessions are given to acquaint you with the building and the materials you will be using. Go along. The tour can save you many wasted hours later on. It's also a good way to learn about special holdings like microfilms and fiche, audio cassettes, and video tapes.

Copies of exams for the past several years are available for consultation on micro-fiche in the Reference area. Copies of exams may be purchased in the Micro area on the 1st level or from the Students' Association (Room 401 Unicentre, 231-4380).

There are single or double carrel and table seats on levels 1, 3, 4 and 5 for study in open areas or in studios. Temperatures in the building vary drastically in study areas. If you are too cold or too hot, try another floor or study room.

A word of caution – don't leave your books, coats, bags and other possessions unattended. Theft can be a problem.

Finally, please don't steal or damage the books. The Library is underfunded already. The penalties if you're caught will be very heavy. Even if you get away with it, the very people you hurt are other students.

Lockers

For \$2.00 at registration, you can rent a locker at Carleton. Keep your receipt. If, when you get to your locker, you find someone else is already using it, visit Administrative Services (in the foyer of the Administration Building, 231-3725). The staff will take care of your problem but you will need your receipt. Locks are available at the Bookstore if you have not already bought one.

Theft and damage are always possible. The university is not responsible for anything stolen from your locker. Just as if someone broke into your apartment, the responsibility is entirely yours. You may not wish to keep anything too valuable in your locker unless it is insured.

Lost and Found

The campus Lost and Found, operated by Security Services, is located in the Patrol Office Room 203 Administration Building and can be reached at 231-4360 twenty-four hours a day.

Parking

Full-time and part-time students can purchase permits either at registration or at the Traffic Office (Main Floor, Administration Building). Prices vary from (\$58 to \$148 per year for full-time students) according to location and whether or not electrical outlets are provided. Part-time student prices vary from approximately \$31 to \$53.

Along with your permit, you are issued an access card. If you lose or break your card, a new one can be purchased at

the Traffic Office for \$2.00. If you return the access card, a \$2.00 refund will be given to you.

If you do not have a permit and require parking space, there are pay facilities on campus. Avoid parking illegally. Security Patrol Officers are very efficient at giving parking tickets; either City of Ottawa tickets or those issued by the University (for people who have a valid permit). Your car may also be ticketed and towed away at a cost of \$20.

A ticket can be appealed if you feel that it has been wrongly issued. For Carleton tickets, written appeals (within 10 days) should be sent to Traffic Supervisor, Administrative Services, Administration Building.

If you are not satisfied with the decision, drop in to the Office of the Ombudsman and we will put you in touch with the Appeal Committee.

If you receive a City of Ottawa ticket, you can either pay it on or before the date shown or, if you wish to fight it, you must wait for a summons and appear in court. If you pay the ticket and wish to appeal internally, you must include a copy of your receipt. Should you be successful, the fine paid will be refunded.

Any outstanding Carleton University traffic fines in a student's name are applied to your account. Release of final grades is conditional on payment.

Pamphlets outlining Carleton's traffic regulations are issued with parking permits or can be picked up at the Traffic Office. If you drive a car to school, you should have some familiarity with these regulations. It will save you money.

There is a new system in Ontario for Highway Traffic and other minor offences. Under this system, you must reply to your "offence notice" within 15 days, even if you want to fight it. In other words, you won't automatically receive a summons and a chance to plead your case.

Post Office

The Post Office is the second-hardest place to find on campus. (The hardest, invariably, is the right line in the middle of September registration.) It is located in the tunnels between the Tory Building and Paterson Hall. In other words, if you leave the Unicentre through the Tory Link and turn left, it is straight ahead at the end of that stretch of tunnel. If this sounds as clear as mud, just ask someone to point it out to you.

The Post Office is open on weekdays only from 10:00 a.m. to 3:00 p.m. Aside from buying stamps, registering mail or sending parcels, you can also buy money orders and pick up income tax forms and passport applications. There is also a mail box near Residence (across from the Mackenzie Engineering Building) and a stamp machine (not always full) in the Unicentre Variety Store. The store is open during the day and in the evenings from Monday to Thursday in the fall and winter terms. Check the phone book for the location and hours of operation of off-campus post offices. Many small variety stores or confectionery shops around the city are equipped to sell stamps and/or mail letters or packages.

Publications

The heart of a university is its library; the heart of *Survival* is the material we used to compile it. The following is a short list of publications you might find useful. We did.

On-Campus:

- **Carleton University Undergraduate Calendar, 1981–82**

This is the most important book on campus. Read it. Use it. The *Calendar* is available through your Faculty Registrar's Office.

- **Carleton University Graduate Calendar, 1981–82**

This is just as important to graduate students as the *Undergraduate Calendar* is to Carleton undergraduates. Pick up your copy at the Faculty of Graduate Studies (Room 215 Paterson Hall, 231-4403).

- **Special Student Handbook** This booklet provides useful information for Carleton's Special Students. It is published by and available from the School of Continuing Education. (Room 302 Administration Building, 231-6660).

- **Students' Association Handbook** Whatever it is called this year, the handbook should tell you all about the Students' Association on campus and what it offers in the way of services, entertainment and political activity. It is available from the Association (Room 401 Unicentre, 231-4380).

- **The Student Directory** The *Directory* contain the name and phone number of every registered student. Contact the Students' Association (Room 401 Unicentre, 231-4380) at registration or shortly thereafter if you want your name and number to be excluded. The *Directory* will be available at Information Carleton late this fall or early next year.

- **Communitas** This is the Residence handbook available from either of its two publishers, the Housing Office (231-6395) or the Rideau River Residence Association (231-3806).

- **Course Guide** Published by the Education and Research Office of the Students' Association, the *Course Guide* lists most Q-year, first and second year courses. It is a good idea to look through it before you make your final choices. Contact the Education and Research Office (231-7158) for your copy.

- **Guide for Handicapped Students** This guide to building accessibility and resources was compiled some years ago by the Quest Club of Carleton. It may be a little dated, but copies are available from the Office of the Ombudsman (Room 511 Unicentre, 231-6717) and elsewhere on campus.

- **Resources for Courses** Compiled by the Office of Instructional Development, this is a guide to typewriters, equipment, calculators, collections of books, slides and catalogues, and almost everything on campus available as a resource for course work. It is available from Information Carleton (Fourth Floor Unicentre, 231-7177).

- **Staff Telephone Directory** While not really intended for students, the *Directory* is useful if you have a complicated question to ask or a hard-to-find person you need to consult. Most offices, including Information Carleton, have one. Take a look and jot down the numbers.

- **The Charlatan** Available on Thursdays at various locations around campus, this is the weekly student news-

magazine. It is put together in Room 531 Unicentre (231-4483) and volunteers are always needed.

- **This Week** This newspaper contains information for and about Carleton faculty, staff, and students. The tabloid offers news items of general interest, information on university policies, details of committee meetings, community notes, and a calendar of events. *This Week* is published Thursdays by the Information Office and is distributed to all buildings on campus.

Other parts of the university and various associations on campus publish information. For example, in addition to library tours, the library offers pamphlets on research in various disciplines. The Women's Centre, last year, issued a regular newsletter and the Registrar's Office in the Faculty of Arts and Social Sciences published a useful pamphlet on appeals. Most departments, schools and institutes offer guides, course lists and other material. Check them out.

Off-Campus

- **Citizens' Guide to Recreation and Parks** Pick one up free from the city's Recreation Branch (214 Hopewell Avenue, 563-3222).

- **Directory of Community Services, Ottawa-Carleton** Published annually, the *Directory* is available for about \$9 from the Community Information Centre (238-2101). Without the binder and amendment service, it costs \$4.50 plus tax.

- **Income Tax and the Student** This booklet is available free of charge from the Ottawa District Taxation Office (360 Lisgar Street, 996-8340).

- **Our Bodies, Our Selves, A Book For and About Women and Contraceptive Technology** These are two very different but excellent books about women and health. Take a look at these, and other publications for men and women, at the Peer Counselling Centre (231-7476) or at local bookstores.

- **Self-Counsel Series** This is a series of books published under separate titles (such as *Fight that Ticket in Ontario*, *Family Law in Ontario*, and *Civil Rights in Canada*). The books usually cost between \$3 and \$10 and are available at the Carleton Bookstore (or your local library). Check the date; if it is not very recent, the information is probably unreliable.

- **Toronto Community Law Programme Publications**

This is a non-profit organization. It publishes a series with titles including *Small Claims Court*, *Family Law*, *Income Tax*, and so on. They are cheaper (\$2 to \$3) and as useful as the Self-Counsel Series but available only by writing to 205 Davenport, Toronto, Ontario (416-965-5183).

Ontario government publications (often free or cheap) are available by writing to the Publications Centre (880 Bay Street, 5th Floor, Toronto, M7A 1N8). Ask to subscribe (free) to the *Monthly Checklist* of new publications. If you have trouble with mail orders, phone them at 1-800-268-7540. For federal government publications call 997-5362 or the ministry or agency responsible.

Security

Carleton has about 15,000 full and part-time students, several hundred employees, an unknown number of daily visitors, acres of space, twenty-four buildings, two and one half miles of tunnels and about twenty-five patrol staff who divide three shifts per day.

Carleton is as safe or safer than any other part of Ottawa. However, like any other part of Ottawa, it is not without crime. Do not accept the assumption that you are immune to crime just because you are on university property.

The security staff do an excellent job but it is important that you take any normal precaution that you might take elsewhere. Most students come to feel at home on the university campus after the first few weeks, but remember that someone may still walk away with your unattended purse in the library or steal that unlocked bicycle. It is up to you to act accordingly.

If you do run into an emergency, call Security at 231-4444 (the Emergency number) or 231-4360 (the Patrol Office). They will respond immediately.

Security personnel have a tough job. They are here to deal with situations where the rest of us are unable to cope. It would help a lot if we co-operated with them as much as possible.

In the Unicentre, the Students' Association has ancillary security staff of its own. When they are on patrol, you can reach the student security staff by calling 231-3826. Unlike university Security, they are not available around the clock and, at present, we do not know what hours they will keep in the coming year.

Services for the Handicapped

Carleton University is one of the most 'barrier free' universities in Canada. A Co-ordinator of the Program for the Disabled was recently hired to co-ordinate on and off campus services to further assist disabled students. His name is Paul Menton (231-3657). An active Awareness Club made up of disabled and non-disabled students also promotes the need for changes in physical and attitudinal barriers. Those wishing to volunteer a little time to assist some students may contact the Co-ordinator.

Unicentre

Opened in 1970, the Unicentre was designed to be the "hub" or living room of the campus. The Centre, about 60 per cent of which is leased to the Students' Association, offers a wide variety of services for students, faculty, and staff. What follows here, is a short introduction or tour of the building. Many of the services mentioned are described at greater length elsewhere in *Survival*.

The first floor of the Unicentre includes the **Games Area** with facilities for pool, table tennis and pinball and vending machines. Behind the Games Area is a **Community Centre** to provide you with a place to meet your friends, a reading room, and a focal point for student

clubs. At the far end of the first floor is

Oliver's, the campus pub, with live evening entertainment from Thursday to Saturday and a large TV screen for viewing major sport events. Next to Oliver's this year is a stand-up bar.

The Peppermill, the main campus cafeteria, is right above Oliver's on the second floor. Newly decorated, the Peppermill is open for breakfast, lunch, and an early dinner. Nearby is **Mike's Place**, a licensed lounge run by the Graduate Students' Association. Next door is the

Main Hall, where movies, speakers, concerts, exhibits, and other special events are held. You can rent the hall, at a special student rate, by calling the Students' Association at 231-4380. Finally,

Gus' Hair Salon is on the second floor. Customers say it is trendy and competent with prices a little lower than some of the fashionable spots downtown.

The third floor of the building is hard to define since the Main Hall splits it in two. At one side is the

Mezzanine Lounge. On the other is the

Arts and Crafts Studio Workshop which offers batik and life drawing equipment and courses. A moderate fee entitles you to the use of this facility. Try it out.

On the fourth level, at the top of the main stairwell, is

Information Carleton (231-7177) where staff can tell you about any of the services in the building or elsewhere on campus, about university deadlines and exam schedules, on and off-campus entertainment and events and where to go for the answers to more serious questions. Next door is

Rooster's Coffee House, a popular meeting place for conversation and beverages. From time to time, there are lunch hour speakers who have ranged in the past from Ministers of the federal government to officials of the postal workers' union. Down the hall are the Students' Association offices (Room 401 Unicentre, 231-4380) where you are invited to drop by any time. Across the hall is the

Variety Store which sells stationary, magazines, candy bars, and tickets and passes for OC Transpo. Also available are tickets to the National Arts Centre and tickets (at a special student discount) on inter-city bus lines. Within the store is a travel agency

Canadian University Travel Service which is owned and operated by Canadian student councils and a record shop called

Record Theatre which offers new and used records and specializes in deleted recordings.

On the fifth level are the Ham Radio Club, the Peer Counselling Centre, the Women's Centre, the Coordinator for the Program for the Disabled, the Canada Employment and Immigration Centre, the Office of the Ombudsman, the Graduate Students' Association, *The Charlatan*, the Photography Club, and CKCU-FM, the student radio station, and a number of union offices.

Finally, on the sixth floor is

Health Services with excellent medical services for students, faculty and staff. (*Submitted by the Students' Association.*)

Students Association Services



Academic Societies

Many departments have academic societies, sometimes known as course unions, to co-ordinate the representation of student concerns and to provide a means for students, staff and faculty in a department to get to know one another.

To find out more about the academic society in your department, or for help in organizing one if it does not yet exist, contact the Students' Association (401 Unicentre, 231-4380). The V.P. Academic will be glad to help. (See also "New University Government", "Student Representation" and "Students' Association".)

Arts and Crafts Studio Workshop

The Arts and Crafts Workshop (2nd Floor Unicentre, 231-5507) offers instruction, equipment and supervision in various arts and crafts including pottery, life-drawing and batik. The programmes range from introductory courses to advanced sessions with an opportunity for exhibition and/or sale of your work. A monthly membership fee is charged for use of the facility.

CKCU – Radio Carleton 93.1 FM

Live, creative and alternative are the watchwords for the most interesting radio available in Ottawa. Broadcasting in stereo 24 hours a day, Radio Carleton (5th Floor, Unicentre, 231-4498) has a power of 12,000 watts and a coverage area of 50 miles in every direction.

CKCU-FM is part of Carleton University that you can take home with you every night. Through music and spoken word programming, CKCU offers you an alternative look at our own Carleton community as well as the wider Ottawa

community. Our programming is the most diverse available including traditional jazz and folk, blues, classics, rock of all varieties and ethnic music. The spoken word programmes are equally varied with shows on sports, the arts, women, international politics, science, ecology and more.

However, the programming is just the audible aspect of CKCU. Without the ideas and the creative spirit provided by over 130 volunteers, 93.1 FM would be just dead air. The staff at CKCU is composed primarily of Carleton students and professors from every faculty and school on campus. If you've been looking for a creative outlet, Radio Carleton can offer you training in the methods, skills and techniques of radio broadcasting in return for your time.

Radio Carleton is owned and operated by the students of Carleton, but because of the high cost of running an FM radio station, we depend upon our listeners for donated financial support. In 1980, Radio Carleton's listeners proved their loyalty by providing nearly 20% of the station's operating costs in a public donations drive. Students themselves contribute up to half of the operating budget through the Carleton University Students' Association.

Radio Carleton is located on the fifth floor of the University Centre. You are always welcome to come up and visit. Maybe you'll stay a while. (*Submitted by CKCU.*)

CUSA Education and Research Office

The Education and Research Office (Room 401 Unicentre, 231-7158 or 231-4380) is a focus for much of the community, educational and political work carried out by students on campus.

It serves as a research and organizing centre for student

issues such as unemployment, access to post-secondary education, housing, tuition, cutbacks and many non-traditional issues such as nuclear energy and human rights.

The staff consists of a full-time information officer, Doug Spencer, and a researcher. An important feature of the office is public relations between the Students' Association and groups such as the Canadian Federation of Students, Carleton's faculty and staff unions and other labour, community and political organizations.

The office provides resources and expertise to individual students and to student groups including course unions, NUG reps and other student activities. It also publishes the annual *Course Guide* and reports on issues of concern to students.

The extensive resource facilities are open to students and others during normal business hours. (Submitted by the Education and Research Office.)

Canadian Federation of Students

The Canadian Federation of Students (CFS) represents and articulates students' concerns to both the federal and provincial levels of government.

Carleton, by passing a referendum to join CFS last February, became one of the first universities to join this fledgling organization. Within the next few years, the organization will grow to represent university and college students across Canada.

For seven dollars, Carleton students will receive immense benefits from CFS, through political representation and the provision of services. Political representation will occur on issues varying from housing and student employment to the level of tuition fees and education standards. CFS will also attempt to foster public awareness of various issues. CFS involvement in student services includes student discounts for national and international travel, booking of entertainment, and centralized purchasing.

For more information on CFS, contact the Students' Association (231-4380) or the national office (126 York Street, Ottawa, 232-7394). (Submitted by CUSA)

The Charlatan

The Charlatan (Room 531 Unicentre, 231-4482) is Carleton's student newsmagazine. It appears every Thursday during the academic year.

Anyone can become part of *The Charlatan*. If you want to write news, sports or feature stories, review the arts, draw graphics, take photos, edit copy, or help in the production of the paper, you are urged to come to *The Charlatan's* office.

In the fall *The Charlatan* will be conducting recruitment drives to organize new staff for the year. During orientation week there will be a table on the fourth floor Unicentre. If we miss you, be sure and come to our general meeting which will be announced during the first week of classes.

Funding for the paper is provided by the Students' Association (CUSA) through a body called the Joint Board and through advertising revenue. Editorial content is the responsibility of the editorial board, whose names are listed each week on the masthead. Editorial decisions are collectively made by this group and the general staff. An open editorial board meeting is held every Friday to discuss the next week's paper and related matters. The editor-in-chief acts as the central co-ordinator, resource person, and referee.

A full member of the national university student news co-operative, Canadian University Press, (CUP), *The Charlatan* sends and receives news stories from across Canada. Watch for the (CUP) notation in the first line of these stories.

The Charlatan does make mistakes, but it also tries to learn from them. To make sure *The Charlatan* never becomes what its name implies, come up and become a part of it. (Submitted by The Charlatan.)

Clubs

Each year, the Students' Association (Room 401 Unicentre, 231-4380) sponsors dozens of clubs on campus. Some, like the Ham Radio Club (Room 502 Unicentre) and the Photography Club (Room 512 Unicentre) provide valuable equipment for student members who might otherwise not be able to afford it. Others, like the Awareness Club, provide mutual support and services for students who share a common interest or problem (in this case, physical handicaps). There are hobby clubs, political clubs, ethnic clubs and indeed almost every sort of club one can imagine.

All of these groups depend on you for their existence. Call the Students' Association (231-4380) to find out which are operating this year. If you have some special interest, not on the list, consider starting your own group. The Students' Association may be able to provide help with the publicity, organization and finances. The rest is up to you.

Ham Radio Club

The Students' Association sponsors a Ham Radio Club (Room 502 Unicentre) with all the equipment and instructional help necessary to learn about or operate ham radios. For information about the club, phone or visit the Students' Association (Room 401 Unicentre, 231-4380).

New University Government

Since 1968, students have had a minimum number of seats on every departmental, school, institute and faculty board. Any undergraduate or graduate student may run for elections which are usually held in September, shortly after registration. For specific information, phone your departmental secretary or equivalent.

For a general understanding of how the system operates, contact the Students' Association (Room 401 Unicentre,

231-4380) and your academic society or course union. The Students' Association will tell you if one exists in your department, and how to get in touch.

OPIRG

The Carleton Ontario Public Interest Research Group (OPIRG) is an independent, non-profit organization devoted to achieving constructive social change through research and popular education programmes. We offer students the opportunity to apply their interests, energies and research skills towards solving the pressing concerns of society, such as environmental degradation, consumer manipulation, energy and resource depletion, and human rights violations.

For those students who will be supporting OPIRG, as established by the April 1981 referendum, we have an exciting programme of projects, speakers, films and workshops throughout the year. Students not interested in supporting OPIRG will be able to obtain a refund once regular classes are underway. To find out more about OPIRG call 231-7112. (Submitted by OPIRG)

Photography Club

The Photography Club (Room 512 Unicentre) provides equipment and workshop instruction in colour and black-and-white photography and dark room work. A membership fee is charged for the academic year (September to April), during which the instruction and use of facilities is free to members. A separate fee is charged for summer use.

For detailed information about hours of operation and membership fees, phone or visit the Students' Association (Room 401 Unicentre, 231-4380).

Plants and Gardening

The Environmental Laboratories (ELBA) are across the road from the Administration Building. The greenhouses exist for research and study in biology, but anyone is free to wander in and look at the plants. Potted plants of all sizes are sold as well. They range in price from \$1.50 to \$20.00 depending on the size. They are usually much healthier and as cheap, or cheaper, than those at the commercial outlets. Late in the spring, you can purchase flats for outdoor gardening.

If you live in an apartment and your green thumb starts itching next summer, you may want to rent a community garden plot from the Students' Association (231-4380). You can rent a plot from mid-May to mid-October for about \$25.00

Students' Association

The Carleton University Students' Association (or CUSA) is a student-run organization to which all Carleton students belong. The students' council is made up of 34 people including a president, finance commissioner and faculty representatives. Students can run and vote for these positions during

the annual elections in February. There may also be some vacant seats to fill in the regular October by-elections. Everyone is welcome to attend the weekly council meetings. The time and place of the meetings are posted outside the Students' Association offices (Room 401 Unicentre, 231-4380).

The office is open on weekdays from 8:30 a.m. to 9:00 p.m. Drop by if you need information, require a service, or are interested in lending a hand or simply looking around.

The Students' Association funds, or partially funds, a wide variety of services for students on campus including: *The Charlatan* (the student newspaper,) CKCU-FM (the radio station), the Women's Centre, the Peer Counselling Centre, the Office of the Ombudsman, various publications and an assortment of clubs and societies on campus. It offers miscellaneous business services through the finance office, secretaries, and business manager and operates other services such as typing referral, community garden plots, hostel service, and a book exchange.

In conjunction with the administration, the Students' Association also operates the Unicentre. A central building on campus, the Unicentre, contains most of the services listed above, as well as the Variety Store, the Record Theatre, Rooster's Coffee House, the Studio Workshop, Oliver's Pub, a Community Centre, and a number of lounges.

One way in which the Students' Association serves students is in providing entertainment. Besides entertainment in Rooster's, Oliver's and the Main Hall, there are special events each year such as Orientation Week in September, Panda Fest in October, and Winter Carnival Week in February.

The Students' Association is concerned with the role of students in the university administration. It has worked hard to develop and maintain student representation on all the university decision-making bodies. The association has successfully worked towards placing student representatives on the University Senate, the Board of Governors and on university committees dealing with student aid, academic courses and programmes, athletic facilities and many other areas of concern. Some parts of the university are constantly in flux, and it is crucial for students to express their interests. If you are interested in becoming involved in university decision-making, drop by the Students' Association offices.

The Students' Association also wants to make students' voices heard at all levels of government. In the Ottawa community, the association has been involved in municipal issues such as housing and transportation. At other levels of government, the association works through the Canadian Federation of Students (CFS), and other organizations to which all Carleton students belong. CFS is active in areas such as accessibility to education, university under-funding, and research and development.

Any students' association is only as effective as its students are active in university life. There are many avenues through which students can become involved in Students' Association activities to improve the nature of the environment within the university and beyond.

The Students' Association invites you to become a part

of what is happening this year and looks forward to getting to know you. (*Submitted by the Students' Association.*)

Student Representation

Most descriptions of university government are dull. They tend to include flow charts and diagrams and long explanations of the Carleton University Act (the Ontario statute by which the university exists) and the various powers of the Board of Governors, the President and the Senate.

The best way to understand how the university runs, however, is to get involved yourself in running it. The university is, if nothing else, relatively democratic. In practice this means that most decisions are made by, or based on advice from, a committee. According to *This Week*, the university newspaper, there were at least 400 different committees at Carleton last year and that number did not include ad hoc or sub-committees. The committees originate from the Board of Governors, the President's office, the Senate, the administration, four faculty boards, various students' associations including CUSA (the central organization of students on campus), and over 40 departments, schools and institutes.

The majority of these committees, if they concern students directly, allow for some form of student representation. Many of the academic decisions (for example starting a new course or developing a new programme) begin at the departmental level and work their way up, through the faculty, to the Senate. Other decisions, which involve the whole university, may begin with a committee of the Senate (for example a decision on student appeal procedures or new library regulations). Still others may be made by committees of the Board of Governors or different sorts of joint committees.

If this sounds slow and cumbersome, that is because often it is so. On the other hand, the system allows a wide range of views to be expressed. To make it all work, the involvement of students is crucial.

Students have representation on many different levels of the university government. There is student representation at the department level through to the Board of Governors. This past year, Senate approved the creation of 12 new guaranteed seats for students on Senate. This will further ensure that students' views will be heard on the decision-making bodies of the University.

To find out more about getting involved in the university structure, contact the Students' Association (231-4380), the Rideau River Residence Association (231-3806) if you are living in Residence, or the Graduate Students Association (231-4347) if you are enrolled in the Faculty of Graduate Studies. (See also "Students' Association", "New University Government" and "Academic Societies".)

collection of books and journals in its extensive library, the centre provides information on issues pertaining to women's groups. Formal courses are sponsored by the centre, as well as exhibits of women's art, speakers, films, concerts, workshops, and a regular newsletter.

Through involvement in university politics, the centre tries to deal with the unique problems women encounter in university. Special interest groups, such as one focusing on women returning to school, are also organized.

The centre always needs more volunteers. If you have questions, suggestions or ideas, drop by.
(*Submitted by the Women's Centre.*)

Women's Centre

The Women's Centre (Room 504 Unicentre, 231-3779) is run by volunteers as a place to get together and talk, to exchange ideas and to gain support from other women. As well as its

Transportation



Bus Transportation

OC Transpo (741-4390) is Ottawa's public transit system. (You can find it as the fifth item under "O" in the telephone directory. (Don't look for a full name: "OC" is it.)

If you take the bus more than eight times a week, definitely get a bus pass. It will save you money. Go to Carlingwood Shopping Centre or downtown to 294 Albert Street at Kent (741-4390) to get your picture taken for the "personalized section" of your pass. The Albert Street office is only open on weekdays during regular office hours.

Buses on campus are the 4, 7, 77, 85 and 64. These (and most other buses) change their routes (and times) drastically on Sundays. For information on Sunday "Orange Bus Routes" call 741-4390. The staff here can also provide regular route information and timetables. At Albert Street, you can pick up printed schedules for any of the bus routes. Some are also available at the Bookstore in Southam Hall (see "Bookstore") but, of course you won't be the only one looking for a bus schedule in September.

OC Transpo has an exact fare policy. Fares can be paid by cash (70 cents), or tickets (5 for \$3.50) or by showing a bus pass (\$21 for an unlimited number of regular rides during a single calendar month.) Don't be distracted by "student fares" by the way. They apply to high school and elementary school students under eighteen.

OC Transpo also has an express service and dial-a-bus service, Tele Transpo, for those of us who live in suburbia. They are subject to a 25 cent premium or you can get unlimited service for these and regular buses with an OC Uni-pass at \$26.00.

While the photographic ID portion of both kinds of bus passes must be purchased (or replaced if lost) in person at Albert Street or the Carlingwood Shopping Centre, the

monthly pass portion can be picked up at many corner stores, department stores and so on around Ottawa. On campus, you can buy them (as well as tickets) at the Bookstore and at The Variety Store (4th Floor Unicentre). Tickets, but not passes, can also be purchased at Glengarry House (Residence).

Travel

If you are trying to travel as cheaply as possible, keep an eye on the Rides Board opposite Information Carleton on the 4th Floor of the Unicentre. There is a student discount offered by Voyageur Colonial on bus fares. Tickets are available at the Unicentre Store from September to April. Via Rail has no special student rate, but its group fare for a party of three or more, may be worthwhile.

The Canadian University Travel Service (CUTS) operates a travel agency on campus where you can purchase airline tickets, charters, group tours and the like. It is located behind the Variety Store, 4th Floor Unicentre, 238-5493.

Inquire carefully about travel prices. Deregulation of air fares may mean special sales and advance bookings which can cut your costs significantly. Comparison shop, but make sure you understand any special restrictions on your tickets. For example, will you get a refund if you change your mind? Can you alter the dates of departure or return? Is the price guaranteed or will it increase if policies change after the day you make your purchase?

For an expensive vacation, you should consider cancellation insurance but make sure you know what the insurance covers. If you have complex plans, a travel agency can probably help. Be careful to use only those agencies which are licensed and registered with the Ontario government.

Miscellaneous



Addresses

It may seem obvious, but lots of people forget to leave a current address with the university when they move, leave town for the summer, or when their parents' address changes. The result is that you may not get your marks, or notice of deregistration, or the material for your next registration. When you move, or leave town for the summer, or graduate, take a moment to drop in to your Faculty Registrar's Office. (See "Registrars' Offices".)

Information

Two sources of information at Carleton are:

Information Carleton

4th Floor Unicentre

231-7177

and

Information Office

605 Administration Building

231-3600

Information Carleton, staffed by students and run by the Information Office, is especially useful. The staff can tell you about exam schedules, entertainment in the pub, special events, regular services on campus and where to go for the answers to more serious questions. Information Carleton also provides information on off-campus events (for example on the National Arts Centre and other entertainment events) and is the drop-off for all sorts of flyers and publications including many of those listed under "Publications" in *Survival*.

Across the hall from Information Carleton is a free telephone (no long distance calls of course) and a Rides Board.

Check the board if you are looking for a passenger or a ride to cut travelling expenses.

An Information Resource Centre is located in the Information Office and is open to all members of the university community. The centre houses agenda, minutes, and reports of all open university committees including Senate and Board of Governors, as well as committee membership lists, terms of reference, and new programme proposals as presented to Senate. Also available is general information on the activities of faculties, departments, and offices within the university, and major reports and news releases from provincial and national bodies which influence post-secondary education in Ontario.

Finally, the downtown Community Information Centre (377 Rideau Street, 238-2101) is worth a call for information about agencies and organizations in the Ottawa area, including health, legal, educational counselling, recreational and social services. We have used them for everything from information on where to get a birth certificate or how to get rid of a dead cat, to the distance in kilometres between Ottawa and Toronto. (See also "Counselling and Advice" and "Publications".)

Privacy

It is Carleton University's policy not to release any information about a student to an outside person or agency without the student's expressed permission. The only information which will be given out is whether or not you are enrolled. Emergencies are a different matter. The university will do its best to pass on a message to you.

The Students' Association, however, usually publishes a

directory of students' names and telephone numbers. If you want your name and phone number to be excluded, inform them of this during registration at Room 401 Unicentre (231-4380).

If a federal government agency refuses you access to information about yourself, or if you feel it is invading your privacy in other ways, contact the Privacy Commissioner through the Human Rights Commission (995-1151). If a credit or collection agency refuses to let you see your file or to amend untrue or unproven information, call the Ontario Ministry of Consumer and Commercial Relations (725-3679).

While we do not want to engender paranoia, privacy is your right. Do not answer questions which you feel are irrelevant or unnecessarily personal. Make sure any telephone surveyor identifies her/himself to your satisfaction. Even then you can still refuse to comply. Be willing to complain about unnecessary prying into your life. The best protection of our privacy, in the long run, will be ourselves.

Other Universities

Universities like the idea that they're giving you a whole degree – not just adding their name to an assortment of courses taught all over the place. Consequently, in order to get permission to take some courses towards your Carleton degree at other universities, you must ask your Faculty Registrar's Office for a Letter of Permission. Get a calendar description of the course you want to take and apply formally at your Faculty Registrar's Office *before* you register. In the Faculties of Arts and Social Sciences the deadlines for application are: November 15, 1981 for January registration; March 31, 1982 for Summer registration; July 30, 1982 for September registration. If you are in another faculty, see your Registrar's Office for deadlines. For calendars from other universities, see University Counselling Services (Room 1201 Arts Tower, 231-4408).

In addition to the transfer of credit option, full-time Carleton students in their second year or higher can register in their fifth credit at Ottawa University without paying extra fees. Forms for registration for the exchange agreement are available at your Faculty Registrar's Office. Check with Ottawa University for registration and course change deadlines. Remember that this is not a method for registering in a course for which you would not have been eligible to register at Carleton. Check carefully to see that the course you pick is acceptable.

Social Insurance Numbers

When they were introduced, Social Insurance Numbers were meant to facilitate federal government social service programmes like Unemployment Insurance and the Canada Pension Plan. Now you are also expected to have a number to file for an income tax credit or to cash a Canada Savings Bond. In one province, you need a number from the time you are born.

A number of private businesses (oil companies or the credit offices of department stores, for example) also seem to

want our SIN cards these days. Technically, there is nothing against the law about this. Then again, technically these businesses shouldn't have access to personal information the government may possess about us. If you value your privacy and encounter a situation like this, try calling a Member of Parliament or the Civil Liberties Association (238-7368). Often, if you just suggest you are about to make some phone calls, the company will back down and accept other identification.

If you want a SIN or have lost your old card, applications are available at the Canada Employment Centre (Room 508, Unicentre, 231-2600).

Telephones

It is no longer Bell Canada's policy to demand deposits and/or advance payment from low-income people such as students. (This, by the way, is the result of lobbying by the National Anti-Poverty Organization.)

If you encounter resistance or trouble with a disputed bill, be persistent. If necessary, speak to the local manager or Vice-President Services (567-3911).



Carleton University Students' Association
4th level, University Centre
Telephone 231-4380

down at night

CITIZEN
July 8, 1981

Students hit bus changes at Carleton

By Paul Luke
Citizen staff writer

Proposed changes to campus bus

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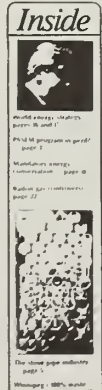
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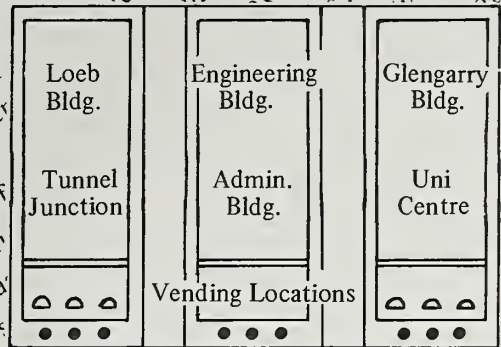
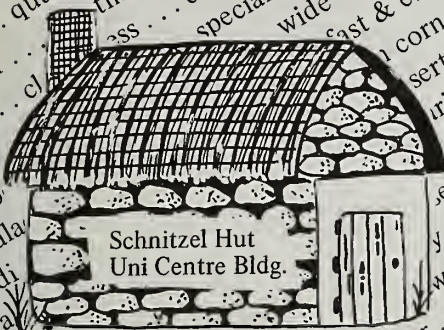
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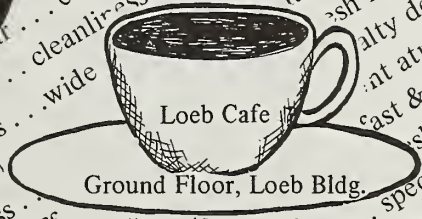
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